

For: State and County Offices

CRP Critical Feed Use Software Modifications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CRP-598 announced that participants may request to voluntarily modify CRP contracts for critical feed use such as haying and grazing.

Participants requesting to modify the CRP contract for critical feed use **must** pay an administrative fee of \$75 before COC approval of CRP-1M Addendum. The software to support the contract modification initially did not interface with accounting software to prepare deposits of the fee. County Release No. 643 included modifications to allow CRP critical use software to interface with accounting software to record the fees collected for deposit.

B Purpose

This notice provides updated software instructions for recording critical feed use modifications to CRP contracts.

<p>Disposal Date</p> <p>January 1, 2009</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices and NRCS State Offices</p>
--	---

Notice CRP-602

2 Recording Critical Feed Use Applications

A Recording Critical Feed Use Activity

County Offices shall record critical feed use activity thorough the System 36.

B Main CRP Contract File Menu

The following is an example of Menu EPCA00. Users shall ENTER “16”, “Critical Use Activities”.

```

                                     EPCA00                                Z9
CONSERVATION - CRP CONTRACT FILE MENU
-----
Main Activity Selection

1. County Signup Data File          7. Acreage Reduction by Farm
2. Inquiry                          8. Special Corrections
3. Update Contract File (1 - 9)     9. Reset Flags in Master Files
4. Update Contract File (10 & Up)  10. Available Cropland and Easement Data
5. Reports/Letters                 11. Backup Transaction Files
6. Payment Activities              12. Purge CRP Contracts
                                    13. Modify or Reverse Modification
                                    14. Peanuts or Tobacco History Preservation
                                    15. REX Extend or Reverse Extension
                                    16. Critical Use Activities

Enter the option number and press ENTER.      Action  _

Cmd3=Previous Menu      Cmd7=End CRP Processing
```

Notice CRP-602

2 Recording Critical Feed Use Applications (Continued)

C CRP Contracts - Critical Use Menu

The following is an example of Menu EPC100. Users shall ENTER “1”, “Update Critical Use Data”.

```

                                     EPCI00                                     E4
CRP CONTRACTS - CRITICAL USE MENU
-----
Critical Use Activity Selection

1. Update Critical Use Data
2. Print Critical Use County Listing
3. Print Critical Use Form for Contract
4. Record Critical Use Fee
5. Cancel Critical Use Fee
6. Print Approved Contracts with No Fee Collection Listing
7. Print Critical Use Fee Out of Balance Listing
8. Print Critical Use Fee Collected Using Manually Prepared Schedule of Deposit

Enter the option number and press ENTER.                               Action:  ___

Cmd3=Previous Menu   Cmd7=End CRP Processing

```

D CRP Contracts - Select Contract Screen

The following is an example of Screen EPCF8501. Users shall enter the CRP contract number for which critical use applies.

```

                                017 BREMER - CRP 2000          Extend          EPCF8501
CRP CONTRACTS - Select Contract          Version: AA01  04-03-2008 06:37 Term Z7
-----

Enter CRP Contract Number:  _ . . . . .

Is there another CRP Contract to enter? (Y or N)  ..

Cmd3=Previous Screen   Cmd7=End CRP Processing   Enter to Continue

```

Notice CRP-602

2 Recording Critical Feed Use Applications (Continued)

E CRP Contracts - Select CU Producer Screen

The following is an example of Screen EPCI0801. Users shall place an "S" by the applicable producer on the contract. This producer information will be sent to accounting for recording the collected fee. PRESS "Cmd5" to proceed.

```
067 MARION                               Select      EPCI0801
CRP CONTRACTS - SELECT CU PRODUCER       Version: AE19 06-18-2008 13:44 Term E4
-----
Contract Number      235                  Farm Number      7328
#      (S)elect      Name                  ID No      Type
1      [ ]          PDE LLC                *****5028  E

No More Producers                               Selection of ONLY ONE producer is allowed.

                                           Cmd5=Complete Transaction (update)
Cmd3=Previous Screen   Cmd7=End CRP Processing
```

Notice CRP-602

2 Recording Critical Feed Use Applications (Continued)

F CRP Contracts - Critical Use Data Screen

The following is an example of Screen EPCI1001 which will display information from the CRP contract.

```
069 NATCHOICHES          Update          EPCI1001
CRP CONTRACTS - CRITICAL USE DATA  Version: AE19 06-24-2008 11:30 Term E4
-----
Contract Number:    23          Signup:    15          Program Year:    1998
Farm Number:       507  CRP-1 Rental Rate:  39.83  Acres Approved:    281.0
Physical State:    LOUISIANA          Physical County:  NATCHITOCHES
Original Start Date: 10-01-1997  Contract End Date: 09-30-2009

Producer:  EDGAR CASON

Date of Application:  █          Date of COC Approval:  .....

          Critical Use Acres:  .....

Total Critical Use Fee Collected:  .....  Add Today's Fee to this Amount.

          Do you wish to record collection at this time? (Y or N)  ..

          Is this a manually prepared Schedule of Deposit? (Y or N)  ..

Cmd16=Select One Producer          Cmd24=Delete
Cmd3=Previous Screen          Cmd7=End CRP Processing  Enter to Continue
```

Users shall enter the following:

- date the application was submitted
- date County Office approved the application, if available
- number of critical use acres

Example: CRP contract includes 200 acres. Practices that are eligible for critical use on the contract cover 50 acres. The producer applies for 20 acres of critical use, which is entered on the form. When approved, the producer may harvest 10 acres, or 50 percent of the approved acres.

- amount of the application fee collected in whole dollars.

Users shall:

- ENTER “Y” for the question, “Do you wish to record collection at this time?”
- respond to the question, “Is this a manually prepared Schedule of Deposit?”
- PRESS “Enter”.

Notice CRP-602

2 Recording Critical Feed Use Applications (Continued)

F CRP Contracts - Critical Use Data Screen (Continued)

The system will pass the data to the accounting interface to complete the deposit of the collection.

3 Subsequent Collections

A Partial Critical Use Fee Previously Collected

There may be rare instances where the entire \$75 fee is not collected at 1 time. If the entire fee is **not** collected, users shall record the subsequent collections by entering “4”, “Record Critical Use Fee” on Menu EPCI00.

Note: Do **not** enter “4” if no previous critical use fee was recorded.

```
EPCI00 E4
CRP CONTRACTS - CRITICAL USE MENU
-----
Critical Use Activity Selection

1. Update Critical Use Data
2. Print Critical Use County Listing
3. Print Critical Use Form for Contract
4. Record Critical Use Fee
5. Cancel Critical Use Fee
6. Print Approved Contracts with No Fee Collection Listing
7. Print Critical Use Fee Out of Balance Listing
8. Print Critical Use Fee Collected Using Manually Prepared Schedule of Deposit

Enter the option number and press ENTER. Action: ____

Cmd3=Previous Menu Cmd7=End CRP Processing
```

Notice CRP-602

3 Subsequent Collections (Continued)

B CRP Contracts - Select Contract Screen

The following is an example of Screen EPCF8501. Users shall enter the CRP critical use contract number and PRESS "Enter".

```
017 BREMER - CRP 2000          Extend          EPCF8501
CRP CONTRACTS - Select Contract  Version: AA01  04-03-2008 06:37 Term Z7
-----
                                     Enter CRP Contract Number:  _.....

                                     Is there another CRP Contract to enter? (Y or N)  ..

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
```

Notice CRP-602

3 Subsequent Collections (Continued)

C CRP Contracts - Critical Use Data Screen

Information from the CRP contract will be displayed on Screen EPCI1001. Any previously collected fee amount will be displayed.

```
069 NATCHOTICHES          Update          EPCI1001
CRP CONTRACTS - CRITICAL USE DATA  Version: AE19 06-24-2008 14:06 Term E4
-----
Contract Number: 23      Signup: 15      Program Year: 1998
Farm Number: 507  CRP-1 Rental Rate: 39.83  Acres Approved: 281.0
Physical State: LOUISIANA      Physical County: NATCHITOCHES
Original Start Date: 10-01-1997  Contract End Date: 09-30-2009

Producer: EDGAR CASON

Date of Application: 06-15-2008      Date of COC Approval: 06-30-2008

      Critical Use Acres: .....100.0

Total Critical Use Fee Collected: 50.00  Add Today's Fee to this Amount.

      Do you wish to record collection at this time? (Y or N) ..
      Is this a manually prepared Schedule of Deposit? (Y or N) ..

Cmd16=Select One Producer      Cmd24=Delete
Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
```

Users will add the deposit being recorded to the amount displayed, answer the 2 questions, and then PRESS “Enter”.

The following is an example of Screen EPCI1001 **after** the entries have been made.

```
069 NATCHOTICHES          Update          EPCI1001
CRP CONTRACTS - CRITICAL USE DATA  Version: AE19 06-24-2008 14:14 Term E4
-----
Contract Number: 23      Signup: 15      Program Year: 1998
Farm Number: 507  CRP-1 Rental Rate: 39.83  Acres Approved: 281.0
Physical State: LOUISIANA      Physical County: NATCHITOCHES
Original Start Date: 10-01-1997  Contract End Date: 09-30-2009

Producer: EDGAR CASON

Date of Application: 06-15-2008      Date of COC Approval: 06-30-2008

      Critical Use Acres: .....100.0

Total Critical Use Fee Collected: 75.00  Add Today's Fee to this Amount.

      Do you wish to record collection at this time? (Y or N) Y
      Is this a manually prepared Schedule of Deposit? (Y or N) N

Critical Use Fee collection amount to be recorded is:
Cmd16=Select One Producer      Cmd24=Delete      25.00
Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
```

The system will pass the data to the accounting interface.

Notice CRP-602

4 Cancellations

A Cancelling CRP Critical Feed Use Applications

County Offices shall be careful to select the correct CRP contract when recording critical use applications. The cancellation option is for use when a County Office user has recorded a critical use application using an incorrect contract number.

Application fees that have been collected will **not** be refunded.

B CRP Contracts - Critical Use Menu, Option 5

On Menu EPC100, user shall ENTER “5”, “Cancel Critical Use Fee”, to cancel a CRP critical use fee collection that was recorded in error.

```
EPC100 E4
CRP CONTRACTS - CRITICAL USE MENU
-----
Critical Use Activity Selection
1. Update Critical Use Data
2. Print Critical Use County Listing
3. Print Critical Use Form for Contract
4. Record Critical Use Fee
5. Cancel Critical Use Fee
6. Print Approved Contracts with No Fee Collection Listing
7. Print Critical Use Fee Out of Balance Listing
8. Print Critical Use Fee Collected Using Manually Prepared Schedule of Deposit

Enter the option number and press ENTER. Action: ____
Cmd3=Previous Menu Cmd7=End CRP Processing
```

5 Action

A County Office Action

County Offices shall read and follow the provisions of this notice.

B State Office Action

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