

For: State and County Offices

Software Instructions for Refunding CRP Critical Feed Use (CFU) Administrative Fee

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On May 27, 2008, Notice CRP-598 provided policy and procedure for the voluntary modification of CRP contracts for CFU.

On July 8, 2008, a Federal court granted a Temporary Restraining Order that suspended authority to process or approve CRP-1M Addendum's and required that any CFU activity must immediately cease.

On July 25, 2008, Notice CRP-604 was issued stating the Federal court issued a Permanent Injunction, which permitted **certain** CFU to continue.

On August 8, 2008, Notice CRP-607 provided directions for operating CFU under the Permanent Injunction.

B Purpose

This notice provides software instructions on refunding the administrative fee for withdrawn CRP-1M Addendum for CFU.

Disposal Date	Distribution
January 1, 2009	State Offices; State Offices relay to County Offices and NRCS State Offices

Notice CRP-609

2 Processing Refunds of CFU Administrative Fee

A Administrative Fee

The CFU administrative fee may be refunded to CRP participants, if the participants withdraw CRP-1M Addendum.

Notes: All refunds of CFU administrative fees must be paid to CRP participant(s) on a CRP contract without regard to who paid the administrative fee.

B Canceling CFU Application

County Offices shall cancel the CFU request through the System 36 CRP contract software. Once the request has been canceled a refund of the administrative fee shall be processed through the System 36 accounting software.

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
```

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2 Processing Refunds of CFU Administrative Fee (Continued)

B Canceling CFU Application (Continued)

Menu EPCI00 will be displayed. Users shall ENTER "5", "Cancel Critical Use Fee" to cancel a CRP critical use fee collection.

```

                                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

```

Screen EPCF8501 will be displayed. Users shall enter the CRP contract number for which the CFU request is being canceled.

```

                                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

```

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2 Processing Refunds of CFU Administrative Fee (Continued)

B Canceling CFU Application (Continued)

This is an example of Screen EPCI5301. User shall ENTER "S" to select the producer receiving the refund and PRESS "Enter".

```
067 MARION          SELECT          EPCI5301
CRP CRITICAL USE FEE - CANCELLATION   Version: AE22  08-13-2008 08:39 Term E4
-----
          SELECT CRITICAL USE FEE FOR CANCELLATION
Enter an 'S' in the SEL column to select a fee transaction for cancellation.
          WARNING: ONLY ONE CANCELLATION IS ALLOWED AT A TIME.

Contract:   222      Fiscal Year:   2008

SEL  Producer ID      Producer Name      Transactn  Crit. Use
     and Type                               Cntrl Num  Fee Amount
  █  *****6789     John Farmer          F417200001    75.00

          END OF LIST
Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter-Continue
```

Confirmation Screen EPCI5305 will be displayed. This is an example of Screen EPCI5305. User shall confirm the information is correct and PRESS "Enter".

```
067 MARION          VERIFY          EPCI5305
CRP CRITICAL USE FEE - CANCELLATION   Version: AE22  08-13-2008 : Term E4
-----
          VERIFY CRITICAL USE FEE FOR CANCELLATION

Contract:   222      Fiscal Year:   2008

          Producer ID      Producer Name      Transactn  Crit. Use
          and Type                               Cntrl Num  Fee Amount
          *****6789     John Farmer          F417200001    75.00

          END OF LIST
Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter-Continue
If Selection is correct, press ENTER to continue.
```

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds

After the CRP CFU cancellation process has been completed, the County Office shall access the System 36 Accounting application to continue the process. On Accounting Main Menu AAA000, ENTER "2", Cash Receipts Function. Cash Receipts Main Menu AGK000 will be displayed.

This is an example of Menu AGK000. Select option 1, "Enter Payment/Refund for Schedule of Deposit (CCC-257)", and PRESS "Enter".

```
COMMAND                                AGK000                                E1
Accounting - Cash Receipts Main Menu
-----
1.  Enter Payment/Refund for Schedule of Deposit (CCC-257)
2.  Modify or Delete Schedule of Deposit (CCC-257) Information
3.  Prepare Schedule of Deposit (CCC-257)
4.  Perform Concentration Banking Functions
5.  Print Reports and Forms
6.  Inquiry of Cash Receipts History File
7.  Check for Out of Balance/Pending CCC-257's Prior to Queuing
8.  Purge Cash Receipts History File & Build Archive Tape
9.  Move Schedule of Deposit (CCC-257) Data

23. Return To Primary Selection Menu

Cmd3=Previous Menu

Enter option and press "Enter".
1
```

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds (Continued)

Screen AGK01000 will be displayed.

```
Accounting          081 LITTLE RIVER          Entry          AGK01000
Program Data Entry Screen          Version: AE74 08-11-2008 17:41 Term E1
-----
Enter Program Information

Program Code REFREP          Repayment/Loan Date 08-11-2008
ID Number *****6789 ID Type S          Facility Code 00
Name          Farm Loan

Borrower Case Number State ... County ...          Collection Code ...

Enter=Continue  Cmd7=End  Help=Help Text
```

The user shall enter the following:

- program code "REFREP"
- original collection date (defaults to current date – need to change to correct date)
- participant's ID Number and type
- facility code, if not "00".

When the entries are completed, PRESS "Enter".

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds (Continued)

Screen AGK01005 will be displayed. Enter the amount that was collected (for CFU, probably \$75). There is no special data. PRESS "Enter" twice.

```
Accounting      081 LITTLE RIVER      Entry      AGK01005
Program Data Entry Screen      Version: AE74  08-11-2008 17:41 Term E
-----
Enter Program Information

Program Code REFREP.....      Repayment/Loan Date 09-30-2005
ID Number *****6789 ID Type S.....      Facility Code 00
Name  John Farmer.....
                                   Farm Loan

Borrower Case Number State .. County ....      Collection Code ...

Amounts:
  Principal          75.00 .....

                                   Special Data (Y or N) N

Enter=Continue  Cmd2=Return To Program/Producer Entry  Cmd7=End  Help=Help Tex
```

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds (Continued)

Screen AGK00500 will be displayed. ENTER "4", "Already Prepared CCC-257".

```
Accounting          081 LITTLE RIVER          Entry          AGK00500
Schedule Of Deposit Selection Screen  Version: AE74  08-11-2008 17:44 Term E
-----
                                     Select Type of CCC-257

                                     1. Current CCC-257
                                     2. Manually Prepared CCC-257
                                     *3. Reserved
                                     4. Already Prepared CCC-257

Enter option and press "Enter". 4          *=Option currently not available.
```

Screen AGK00540 will be displayed. Enter the schedule number and the deposit date. PRESS "Enter".

```
Accounting          081 LITTLE RIVER          Entry          AGK00540
Prepared Schedule Of Deposit Screen  Version: AE74  08-11-2008 17:44 Term E
-----
Additional Data To An Already Prepared Schedule Of Deposit

Enter the Schedule of Deposit number to which this Program Data
is to be added and the date the deposit was made.

Schedule Number      █ . . . .
Deposit Date         . . . . .

Enter=Continue  Cmd2=Return To Select Type Of CCC-257  Help=Help Text
```

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds (Continued)

Screen AGK01500 will be displayed. Enter the check number that was used (use field exit to right justify). PRESS "Enter".

```
Accounting      081 LITTLE RIVER      Entry      AGK01500
Remittance Data Entry Screen      Version: AE74 08-11-2008 17:46 Term E
-----
Schedule Number 0441      Schedule Type HISTORY      Schedule Date 09-30-2005
-----
Program Data Accepted From      Cash Receipts      For      $75.00
On Program Code REFREP      Repaid 09-30-2005
By John Farmer      ID Number *****6789      Type S
-----
Enter Remittance Information

Check/Item Number █ .....
```

Enter=Continue Help=Help Text

Screen AGK01505 will be displayed. Since the check was already on the schedule, select the sequence number associated with the producer. PRESS "Enter".

```
Accounting      081 LITTLE RIVER      Entry      AGK01505
Multiple Producer Remittance Screen      Version: AE74 08-11-2008 17:53 Term E
-----
Schedule Number 0441      Schedule Type HISTORY      Schedule Date 09-30-2005
-----
Program Data Accepted From      Cash Receipts      For      $75.00
On Program Code REFREP      Repaid 09-30-2005
By John Farmer      ID Number *****6789      Type S
-----
Multiple Producer Remittance Display      Check/Item Number 00000367

These Remittances entered with a matching check/item number:
Seq#  Payment Made By      Amount
001  John Farmer      $75.00

Enter corresponding Seq# █ .. (Leave Seq# blank to enter a separate Remittance
Enter=Continue Cmd2=Return To Remittance Entry Help=Help Text
```

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2 Processing Refunds for CFU Administrative Fee (Continued)

C Using Cash Receipts Function to Process CFU Refunds (Continued)

Screen AGK01510 will be displayed. PRESS "Enter" if balanced.

```
Accounting      081 LITTLE RIVER      Entry      AGK01510
Collection Transaction Summary Screen  Version: AE74 08-11-2008 17:46 Term E
-----
Schedule Number 0441      Schedule Type HISTORY      Schedule Date 09-30-2005
-----
Program Data Accepted From      Cash Receipts      For      $75.00
On Program Code REFREP      Repaid 09-30-2005
By John Farmer      ID Number *****6789 Type S
-----
Collection Transaction Summary
Check/Item Number 00000367      Check/Item Amount      $75.00
Payment Made By John Farmer
-----
After recording the above program data, this collection has:
1 Remittance record      for a total amount of      $75.00
1 Program Data record      for a total amount of      $75.00
-----
$75.00
-----
Enter=Continue  Cmd2=Return To Remittance Entry  Help=Help Text
```

D Issue Refund Through Accounting's Disbursement/Check Writing Function

The CRP CFU fee refund must be issued through Accounting's Disbursement/Check Writing function, using program code "REFREP". When program code "REFREP" is entered, the Disbursement/Check Writing function will ask for the CCC-257 Schedule Number. Accounting will verify that the:

- schedule number entered has a REFREP program record for the ID number entered
- amount of the REFREP payment being requested does not exceed the amount recorded as REFREP on CCC-257.

Enter the payment through the System 36 according to 1-FI, Part 5.

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3 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.