

**For:** State and County Offices

**County Office Preparation for Issuing CRP Annual Rental Payments**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

For FY 2012, the following will be processed through the web-based Conservation Payments System:

- CRP annual rental payments, including State Acres for Wildlife Enhancement (SAFE)
- Emergency Forestry CRP (EFCRP) annual rental payments
- CRP Signup Incentive Payments (SIP's) and Practice Incentive Payments (PIP's).
- Transition Incentive Program (TIP) payments.

Kansas City is scheduled to initiate a batch payment process for CRP annual rental payments and TIP payments in early October. EFCRP contracts that are due an annual rental payment in October will be included in this batch payment process. The batch process will continue to be executed monthly to process EFCRP payments.

September 16, 2011, is the final day to perform contract maintenance activities until the initial batch payment process is run by Kansas City in early October. CRP offers may still be entered in the Conservation Online System (COLS) and new contract approvals may still be recorded in COLS and in System 36.

**County Offices must:**

- update applicable producer eligibility files
- perform all needed contract maintenance.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2012	State Offices; State Offices relay to County Offices

## Notice CRP-697

### 1 Overview (Continued)

#### B Purpose

This notice provides State and County Offices with the following:

- an overview of the upcoming FY 2012 annual rental payment process
- instructions to prepare for FY 2012 payments
- notification of available supporting materials
- questions and answers about CRP annual rental payments (Exhibit 1).

**Note:** Authority to issue payments will be announced in a separate notice.

### 2 CRP Payment Processing Overview

#### A CRP Payment Process

During October 2011, annual CRP rental payments will be initiated as a web-based batch process from Kansas City. County Offices **must** complete multiple steps **before** the batch process. If the steps are **not** completed **by September 16, 2011**, producers may **not** be paid during the batch process. County Offices **must**:

- update applicable producer eligibility files
- perform all needed contract maintenance.

The batch process initiated by Kansas City in early October will send payment information to NPS. County Offices must review CRP annual rental payments in NPS and perform the normal certifying and signing process for payments **before** the payments will be released to Treasury and sent to the producers. The batch payment process will automatically run each month; thereafter, to process EFCRP payments.

#### B CRP SIP, PIP, and TIP

CRP SIP and PIP payments will continue to be issued through web-based Conservation Payments System. The CRP payment limitation applies to SIP, PIP, and TIP payments.

**Note:** CRP Riparian Buffer Incentives for the Oregon CREP will continue to be issued using Online Payments.

Kansas City will run a batch process in October to make TIP payments available in NPS for certifying and signing. TIP will also be made available as a payment type in the Conservation Payments System to allow County Office processing of individual payments if necessary. See Notice CRP-694 for more information on TIP.

## 2 CRP Payment Processing Overview (Continued)

### C Conservation Payments User Guide

The Conservation Payments User Guide posted on the State and County Office CEPD Information Center web site is available at <http://fsaintranet.sc.egov.usda.gov/ffas/dafp/cepdsto.htm> to provide detailed instructions for payment reports, issuing and canceling payments, and blocking and unblocking payments. The Conservation Payments User Guide will be used to process individual payments that fail the batch process.

### D Transaction Statements

Transaction statements will be mailed by Kansas City to CRP participants receiving payments processed through the Conservation Payments System. **Only** payments that are processed successfully by NPS will receive a transaction statement. Producers will **not** be notified if the payment was manually blocked by the County Office or was not included in a batch process because of producer ineligibility. County Offices will **not** receive copies of transaction statements.

### E Payment Corrections or Cancellations

System 36 functionality will still be available for issuing certain prior year payments previously issued through System 36, unless the payments have been canceled.

**Example:** If a portion of a producer's prior year payment (2008 and before) was issued from System 36, the remaining portion of the payment will be issued from System 36 special payments.

Any prior year payment being made in its entirety will be issued from the web-based Conservation Payments System. Payments issued from System 36 special payments do **not** go to Conservation Payments System. The payment goes to AS/400 and then through the message function to NPS.

Cancelling payments issued through the web-based Conservation Payments System will be performed in the Conservation Payments System.

## 3 Preparing for FY 2011 CRP Annual Rental Payments

### A Reports Review

County Offices **must** review **all** reports listed in this subparagraph to prepare for CRP annual rental payments. Available reports include acreage, crop, producer eligibility, and prepayment reports. County Offices **must** run the following Farm, Tract, and Crop Reports according to 3-CM, Part 10, and resolve any outstanding issues **by September 16, 2011**:

- CRP Cropland Out-of-Balance Report
- CRP Pending Acres Out-of-Balance Report
- CRP Pending Report
- CRP Reduction Acres Out-of-Balance Report.

3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

A Reports Review (Continued)

For payment year 2011, web-based prepayment and payment reports are available in the Conservation Payments System. The Conservation Payments User Guide posted on the CEPD State Office Information Center web site provides detailed information about the Prepayment Process and Payment Reports.

The **Prepayment Process Reports are real time reports**. The reports available under the **“Payment Reports” option are updated each Friday**. County Offices should run the Payment Report Prepayment with Exceptions Report first to identify potential payment issues. Do **not** enter any contract number information to obtain a list of all contracts with exceptions for the county.

The screenshot shows the 'Payment Report' form with the following fields:

- Program Name: CRP
- Payment Year: 2011
- State: Mississippi - 28
- County: Lauderdale - 075
- Contract Number: (blank)
- Contract Number Range From: (blank) To: (blank)
- Payment Type: Annual
- Payment: Prepayment with exceptions (circled in red)
- Report Type: Details
- Search button

The left-hand 'Payments Menu' includes 'Prepayment Process' and 'Payment Reports' (indicated by a red arrow).

**Notes:** Payment limitation reductions shall be **ignored before October 1, 2011**. The payment limitation process will be accurate only after October 1, 2011.

Reports for TIP contracts are **not** scheduled to be available until October 1, 2011.

The **Prepayment Process** must be run for each individual EFCRP contract **before Payment Reports with/without exceptions** information will be available.

After potential problem contracts have been identified using the Payment Report Prepayment with Exceptions Report, County Offices shall run the Prepayment Process. Leave the contract number field **blank** on the Payment Report Screen. The search process will provide a list of **all** CRP contracts in the county. The user shall select each contract that has been identified as a potential problem. The user can view all the potential contracts and the associated errors. Each contract will display as a separate page of the report and County Offices may print those reports.

3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

A Reports Review (Continued)

The screenshot displays a web application interface for generating reports. At the top, there is a navigation bar with links: Payments Home, About Payments, Help, Contact Us, Exit Payments, and Logout of eAuth. Below this is a 'Payments Menu' on the left side, which includes options like 'Welcome 063945', 'Payments', 'Make NPS Payment', 'Cancel NPS Payment', 'View Contract Payment Summary', 'Block Payment', 'Unblock Payment', 'Reports', 'Prepayment Process' (highlighted with a red arrow), and 'Payment Reports'. The main area is titled 'Prepayment Report' (circled in red) and contains a search form with the following fields: Program Name (CRP), Payment Year (2011), State (Mississippi - 28), County (Lauderdale - 075), Contract Number (text input), Payment Type (Annual), and Payment Status (All). A 'Search' button is located at the bottom right of the form.

After correction of the data, the County Office shall rerun the Prepayment Process for that contract to ensure that no further corrections are needed.

**Note:** The System 36 prepayment reports referenced in 1-CRP, paragraph 354 are **no** longer available.

The List of Producers Under Paid Report in 1-CRP, paragraph 391, and the CRP Overpayment Report for all producers in 1-CRP, paragraph 394, are **no longer available** for payments issued through the Conservation Payments System.

Subsidiary web-based reports are also available for County Offices to use to identify CRP producer eligibility determinations and certifications that may need to be updated to prepare for CRP annual rental payments. Subsidiary web-based reports are described in detail in 3-PL (Rev.1), Part 8. County Offices may print the Subsidiary Print Report to show the status of all eligibility determinations and certifications for a customer. The County Eligibility Reports option is available for County Offices to display selected eligibility criteria for all producers.

**Note:** The Prepayment Process and Payment Reports do **not** correctly reflect AGI requirements for Joint Ventures and General Partnerships. The software is incorrectly looking for the Joint Venture and General Partnership AGI determinations to be updated in Subsidiary Eligibility instead of correctly only looking for the members of the Joint Venture and General Partnership AGI determinations to be updated. This will be corrected before the payment batch is run for October payments.

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### 3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

#### B Contract Maintenance

County Offices **must** do **both** of the following:

- complete **all** contract maintenance activities for web-based EFCRP and SAFE offers and System 36 contracts **by September 16, 2011**

**Note:** Any contract maintenance activity **not** completed by September 16, 2011, **cannot** be recorded until **after** the initial batch payment process is completed in October 2011.

- resolve any outstanding CRP, EFCRP, and SAFE contract payment and refund issues.

Continuous Signup 40 CRP offers may be entered in COLS and approved on System 36 after September 16, 2011. SAFE offers may be entered and approved in COLS after September 16, 2011.

#### C Eligibility

In FY 2012, the Conservation Payments System will read 2011 determinations and certification information to determine producer eligibility for the CRP annual rental payments. The rules in effect at contract approval will determine which determinations and certification information apply to the contract. The applicable determinations and certification information **must** be updated for 2011 for a producer to receive the CRP annual rental payment.

**Important:** Failure to ensure that eligibility is correctly recorded may result in improper payments or payment failure.

**Notes:** Determinations and certification information may only be updated if documentation is filed and determinations are made.

Under **no** circumstances shall the subsidiary eligibility certification or determination information be changed to remove a producer listed on the Prepayment Report unless the required documentation is on file to support the system change.

### 3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

#### C Eligibility (Continued)

The following determinations and certification information in the web-based Subsidiary Eligibility System apply to **all** CRP contracts:

- AD-1026
- conservation compliance
- controlled substance
- Federal crop insurance
- fraud-including FCIC fraud.

The following determinations and certification information in the web-based Subsidiary Eligibility System apply to CRP contracts approved **before October 1, 2008**. These determinations and certification information do **not** apply to CRP contracts approved on or **after October 1, 2008**, and will **not** apply to the extension period approved for 2009 extensions:

- actively engaged - 2002 Farm Bill
- cash rent tenant (cropland factor)
- permitted entity - 2002 Farm Bill
- person eligibility - 2002 Farm Bill.

AGI provisions are effective at contract approval and remain in effect for the life of the CRP contract as follows:

- 2002 Farm Bill:
  - applies to CRP contracts approved **before October 1, 2008**, but **after May 14, 2002**
  - applies to the extension period approved during the Re-Enrollment and Extension option (REX) regardless of the original contract approval date
  - does **not** apply to CRP contracts approved on or **after October 1, 2008**
- Conservation Program Certification:
  - applies to contracts approved on or **after October 1, 2008**
  - applies to the extension period for contracts extended through 2009 extensions
  - does **not** apply to CRP contracts approved **before October 1, 2008**.

**Note:** For contracts other than contracts extended through the REX process, with an approval date **before May 14, 2002**, AGI provisions do **not** apply.

**Important:** CRP participant's AGI **must** be updated in the subsidiary files **before** the contract is approved, or before end of day is completed for System 36 contracts, on the day the contract is approved to prevent an AGI exception error at payment time.

**3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)**

**C Eligibility (Continued)**

The “Load AGI” and “Update AGI” options are available in the web-based Conservation Payments System for use by State Office specialists. These options will be used to update AGI in cases when the producer’s AGI information was not updated timely in the subsidiary, but the proper paperwork was filed timely showing the participant’s AGI compliance at the time of contract approval. State Office specialists shall not use the “Update AGI” option to modify AGI that was correctly recorded. After verifying the producer’s correct AGI at contract approval, the State Office will select the “Load AGI” option for instances where no AGI is available or the “Update AGI” option to correct stored AGI data.

**D Haying/Grazing and Unauthorized Use Reductions**

Haying/grazing and unauthorized use reductions will continue to be recorded in System 36 according to 1-CRP, paragraphs 355 and 355.3. This will allow County Offices to keep a record of the reductions to create the receivables using the Producers Selected for Special Payment and/or Reductions Report according to 1-CRP, paragraph 386.

To ensure that haying/grazing and unauthorized use reductions are deducted from the annual rental payment, County Offices **must** create receivables for haying/grazing and unauthorized use reductions that have **not** been paid by the producers. **The receivables need to be in place in NRRS before the initial batch payment process is run by Kansas City.** The receivable creation timing will be **important** for the receivable to be paid by the CRP annual rental payment and **not** through another program payment to the producer.

**Note:** NPS currently **cannot** accommodate CRP payment reductions and reflect reductions as reported income on the producer’s 1099 form. Therefore, receivables **must** be created for CRP payment reductions.

Normally, the initial notification letter is generated by Kansas City 3 calendar days after the receivable is created. The first demand letter is generated by Kansas City **30 calendar days after** the receivable is created. The second demand letter is generated by Kansas City **60 calendar days after** the receivable is created and interest begins to accrue. See 58-FI, Part 4.

FMD has agreed to hold the initial notification letters for CRP receivables created for payment reductions when the Basis Reason Code, “**Due Process Suspended**”, is used when creating a new receivable in NRRS.

Producers will **not** receive the initial notification letter for receivables that are created using the Basis Reason Code, “**Due Process Suspended**”, that are satisfied by a payment issued from the initial CRP batch payment process.

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### 3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

#### D Haying/Grazing and Unauthorized Use Reductions (Continued)

Program codes for establishing receivables for CRP are in 67-FI, Exhibit 4. Use program code:

- “**XXHAYGRZ**”, to create receivables for haying/grazing reductions and emergency haying and grazing reductions
- “**XXMANHAYGRZ**”, to create receivables for CRP managed haying and grazing reductions
- “**XXCRPRED**”, to create receivables for unauthorized use and noncompliance.

Basis Reason Code, “**Due Process Suspended**”, will be used when creating these receivables.

#### E Customer Mailing Address and Local BIA Address

The customer’s address associated with the active legacy link established in the State and county being paid will be used for payments and disbursement transaction statements.

For Indians represented by BIA, County Offices must verify that BIA has an active legacy link with the correct local BIA address recorded in SCIMS according to 1-CM.

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### 3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

#### F Blocking Payments

CRP payments that have been entered in special payment processing will be batch blocked by Kansas City. After the initial batch payment process has been executed in October 2011, County Offices may:

- unblock the payments that were blocked by Kansas City so payment can be made through the next batch payment process
- make payments using the “Make NPS Payment” option, if the batch process is **not** executed again in time to make payments to prevent prompt payment interest.

Payments that need to be blocked for various reasons, including incomplete reconstitutions and recently deceased producers, must be blocked using the “Block Payment” option in the Conservation Payments System.

**Notes:** County Offices should have all data entered on System 36, Special Payments Screen EPCJ7301, no later than **September 16, 2011**. Any data entered in Special Payments **after September 16, 2011**, may not be included in the batch payment process.

If a receivable has been created by the County Office and the receivable has been uploaded to NRRS before the initial batch payment process is run by Kansas City, the County Office does **not** need to enter any information on System 36, Screen EPCJ7301 because the payment does **not** need to be blocked.

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### 3 Preparing for FY 2011 CRP Annual Rental Payments (Continued)

#### G Prorated Payments

Prorated reduction amounts for **CRP contracts residing on System 36** will be recorded in System 36 according to 1-CRP, paragraph 355.3. The prorated reduction amount will upload to Kansas City. The Conservation Payments System will process the uploaded prorated reduction amount during payment processes. No user intervention is necessary for SAFE and EFCRP contracts.

**Notes:** All contracts due payment for a portion of the year because of a revision **must** have their prorated amounts entered in special payments on System 36, Screen EPCJ7301.

If a contract with a prorated payment is revised, prorate the parent contract and flag with “Y” in the “Miscellaneous” field. The “MISC” flag **must** be updated to “Y” for the parent contract to be paid, and then prorate the child contract.

If a System 36 contract is **not** paid in the October batch payment process and is revised on or **after October 1, 2011**, the “MISC” flag **must** still be updated to “Y”, although there is no prorated reduction amount. A contract must be effective for the year the contract payment is expected to be issued.

**Example:** For a contract to be available under payment year 2011 in Conservation Payments System, the contract must be effective for FY 2011.

### 4 Action

#### A State Office Action

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

#### B County Office Action

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

#### C Contacts

For questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact any of the following, as applicable:
  - Bryan Rogers, CEPD, for payment issues by telephone at 202-720-6825
  - Kimberly Wright, CEPD for payment issues by telephone at 202-720-1659
  - Mike Sienkiewicz, PECD, for SCIMS issues by telephone at 202-720-8959
  - Debra Krusemark, PECD, for subsidiary issues by telephone at 202-720-6157.

## Questions and Answers

- Q1.** Some contracts were flagged on the CRP contract on System 36, Special Payment Reductions Screen EPCJ7301, with a “Y” in the “Zero Value” field for 2010 annual payments. Do these flags need to be removed for 2011 payments?
- A1.** According to 1-CRP, subparagraph 355.3 D, **all data** entered for reduced value reduction, inherited CRP-1 over PL, and zero valued original CRP-1's **will remain selected** year to year until either changed or CRP-1 expires.
- Q2.** Do “MISC” flags that were updated to “Y”, on System 36 Special Payment Reductions Screen EPCJ7301, for 2010 payments, need to be removed to process 2011 payments?
- A2.** The “MISC” flag entered on System 36 Screen EPCJ7301 is year specific; 2010 “MISC” flags will have **no** effect on 2011 payments.
- Q3.** Will flagging the inherited CRP-1 over PL field, located on System 36 Special Payment Reductions Screen EPCJ730, have any effect on payments?
- A3.** Updating the inherited CRP-1 over PL field with a “Y” on System 36 Special Payment Reductions Screen EPCJ730 will have no effect on the web-based Conservation Payments System. County Offices may update this flag for their own use to serve as a reminder that they may need to adjust the payment limitation amount in the Payment Limitation system if necessary.
- Q4.** The System 36 Name and Address File Maintenance Screen MACI2501 has a “Refuse Payment” field. If the County Office flags the “Refuse Payment” field with a “Y”, will this prevent the CRP rental payment from being issued?
- A4.** No, flagging the “Refuse Payment” flag will **not** block a payment from being issued through the Conservation Payments System.
- Q5.** The prepayment reports found under the “Prepayment Process” option in the web-based Conservation Payments System does not provide a list of contracts for the county. Why am I required to select individual contracts under this option, rather than having an option to see every contract for the county at once?
- A5.** For each contract that is selected under the Prepayment Process Prepayment Report, the system will run a process to collect updated information from SCIMS, AGI service, Eligibility service, 578 Compliance service, and Direct Attribution to provide real time information for that contract. Users may select multiple contracts at a time.
- Q6.** Does a State Office User have access to the Conservation Payments System reports?
- A6.** Yes, a State Office user has view access to all the reports for each county in the State.

**Questions and Answers (Continued)**

- Q7.** I corrected several issues that were causing payment exception errors. When I ran the payment reports, the exceptions were still listed. Why are the exceptions still on the payment reports?
- A7.** The prepayment reports found when using the “Payment Reports” option do **not** provide real time information. The information in these reports is updated by a batch process that is currently run once a week, on Friday afternoon, by Kansas City. The exception is the NPS Payment Reports found when using the “Payment Reports” option do provide real time information.
- Q8.** I have the following reduction reason listed for a producer on the prepayment report, “**Eligibility Customer Not Found**”. How do I get this cleared up so the payment can be issued?
- A8.** Ensure that the producer or member is linked to the FSA County Office in SCIMS. If the producer/member is linked in SCIMS, County Offices shall refer the case to the State Office specialist responsible for subsidiary processes. State Offices shall contact PECD for guidance.
- Q9.** I have the following reduction reason listed for a producer on the prepayment report, “**Invalid Tax ID Number**”. How do I get this cleared up so the payment can be issued?
- A9.** Verify that the producer or member has not provided a valid TIN. If a valid TIN has been provided, update SCIMS with the correct TIN.
- Q10.** I have the following reduction reason listed for a producer on the prepayment report, “**SCIMS Not Linked**”. How do I get this cleared up so the payment can be issued?
- A10.** Ensure that the producer or member is linked to the FSA County Office in SCIMS.
- Q11.** I have the following reduction reason listed for a producer on the prepayment report, “**Entity Type Mismatch**”. How do I get this cleared up so the payment can be issued?
- A11.** Follow 1-CM, paragraph 196, to correct System 36 data for the applicable years for the payment entity or member, as applicable.
- Q12.** I have the following reduction reason listed for a producer on the prepayment report, “**Inactive Core Customer ID**”. How do I get this cleared up so the payment can be issued?
- A12.** Contact Application Support (Help Desk) for assistance. These reductions must be researched individually to discover the cause and solution. Application Support will catalog these to ensure that the Conservation Payments System development team researches these issues and provides a solution.
- Q13.** I have the following reduction reason listed for a producer on the prepayment report, “**Invalid Core ID**”. How do I get this cleared up so the payment can be issued?
- A13.** Contact Application Support (Help Desk) for assistance. These reductions must be researched individually to discover the cause and solution. Application Support will catalog these to ensure that the Conservation Payments System development team researches these issues and provides a solution.

**Questions and Answers (Continued)**

- Q14.** I have the following reduction reason listed for a producer on the prepayment report, “**SCIMS Unknown Exception**”. How do I get this cleared up so the payment can be issued?
- A14.** Contact Application Support (Help Desk) for assistance. These reductions must be researched individually to discover the cause and solution. Application Support will catalog these to ensure that the Conservation Payments System development team researches these issues and provides a solution.
- Q15.** I have FSA 325, “Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent” on file because a producer on a CRP contract died and there is no successor, but the heirs are due the payment. How do I get the heirs paid?
- A15.** Set the “Other Agency” claim flag for the deceased CRP participant to “Y” in Financial Services. The payment will be issued from the Conservation Payments System to the deceased CRP participant. The payment will go to NPS manual handling where the heirs of the deceased CRP participant can be added to receive the payment.
- Q16.** Why are terminated and cancelled CRP contracts showing up on the web-based prepayment and payment reports?
- A16.** Terminated contracts will only be displayed on the reports if the “MISC” flag on the special payments Screen EPCJ7301 on System 36, is updated to “Y”, indicating the terminated contract should receive a payment.
- Q17.** I have the following reduction reason listed for a producer on the prepayment report, “**Share Discrepancy Greater Than 1%**”. How do I get this cleared up so the payment can be issued?
- A17.** County Offices shall refer the case to the State Office specialist responsible for subsidiary processes. State Offices shall contact PECD for guidance.
- Q18.** When I try to issue a contract payment using the “Make NPS Payment” option in the Conservation Payments System, the system displays the message, “No Contract Found”. The contract I am trying to pay is listed on the prepayment and payment reports. What should I do?
- A18.** The Conservation Payments System will display the “No Contract Found” message for any payment that has been blocked using the “Block Payment” option. If the payment should be issued, unblock the payment using the “Unblock Payment” option.
- Q19.** I have a number of producers that have a “Receivable” flag in name and address on System 36. Will the “Receivable” flag in System 36 hold things up during payments?
- A19.** The “Receivable” flag on System 36 will have no effect on Conservation Payments.

**Questions and Answers (Continued)**

**Q20.** I have a cancelled System 36 CRP contract on which the producer has died and there is no successor. How can I pay the contract for the months it was active before the producer died?

**A20.** Reinstate the contract by selecting option “8”, “Special Corrections on Menu EPCA00”, and PRESS “Enter”. Screen EPCP0001 will be displayed. Select option “2”, “Reinstate Cancelled Contract”. This will make the contract active and available in the Conservation Payments System so the payment can be issued using the “Make NPS Payment” option. After the payment is issued, go back into System 36 and re-cancel the contract.

**Note: Prorate the payment according to 1-CRP, paragraph 355.3, so the payment amount will be correct in Conservation Payments System.**

**Q21.** How do I load assignments for CRP payments?

**A21.** Follow procedure in 63-FI, paragraph 95, to enter assignments for CRP.