

For: State and County Offices

Updating CRP-1's Because of Reconstitutions

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Many States have CRP-1 revisions resulting from reconstitutions. 2-CRP, paragraph 546 provides for revisions to CRP-1's and requires all parties to sign revised CRP-1's. Farm reconstitutions result in new farm numbers. CRP-1 revisions become effective with approval of the revised CRP-1.

B Purpose

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

2 Policy

A Revising CRP-1's at Farm Reconstitution

The provisions in 2-CRP, subparagraph 546 A, provide, that for 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 make pen and ink changes on the CRP-1 required by 2-CRP, subparagraph 546 D when the farm number changes because of a farm reconstitution.

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.

Disposal Date	Distribution
January 1, 2013	State Offices; State Offices relay to County Offices

Notice CRP-719

2 Policy (Continued)

C Revising CRP-1's

County Offices shall follow 2-CRP, subparagraph 546 G, **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.

Important: Pen and ink changes to CRP-1 are authorized only for revisions to CRP-1's where only the farm number changed because of a reconstitution. For all other revisions to CRP-1's, follow the signature requirements in 2-CRP, subparagraph 546 G.

D Updating Farm Numbers Because of Reconstitutions in Software

County Offices shall continue to follow normal procedure to revise CRP contracts in System 36. 1-CRP, paragraph 288 provides instructions for changing CRP-1 numbers because of reconstitutions in the System 36.

Additionally, County Offices shall continue to ensure that all contract revisions are executed in COLS for all web based CRP contracts. See the COLS/SAFE User Guide under the revise section.

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.