

For: State and County Offices

Preparing to Migrate Existing AD-245's From CRES to Cost Share Software (CSS)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On May 10, 2013, County Offices began processing **all new** CRP cost-share applications, agreements, performance certifications, and payments in the web-based CSS. All previously approved AD-245's are still being maintained in CRES.

In the future, CRES functionality on System 36 will be disabled. At that time, all CRP cost share (approval, payments, and maintenance) will have to be performed in CSS. To prepare for this transition, specific actions will be required to successfully shut down the remaining CRES functionality.

B Purpose

This notice:

- provides instructions to:
 - cancel "approved" AD-245's that will **not** be paid any cost share
 - finalize partially performed AD-245's that will **not** receive additional payments
- advises State and County Offices:
 - about future software enhancement plans
 - that forthcoming notices will be issued providing additional guidance for remaining partially performed AD-245's that will receive additional payments.

Disposal Date	Distribution
September 1, 2014	State Offices; State Offices relay to County Offices

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2 ACP-301 Report Record of AD-862

A ACP 301 Summary

County Office users shall follow the instructions in 1-CONSV, subparagraphs 331 A and B to access and print the ACP-301 Report. The ACP-301 Report will help users determine which AD-245's:

- are pending (cannot be approved because the functionality is disabled in CRES)
- have been approved, but have:
 - no performance, and will **never** be paid
 - partial performance, and will not receive additional payments.

B Example of ACP-301 Report

Following is an example of the ACP-301 Report.

NORTH CAROLINA HALIFAX Report ID: EEA360-R001			U. S. Department of Agriculture Farm Service Agency ACP-301 Record Of AD-862's					Prepared: 03-31 Page:				
Technical Agency: NRCS												
CONTROL NUMBER	FARM/PA NUMBER	CONTRACT NUMBER	PROGRAM CODE	FUND CODE	PRAC CODE	DATE AD-862 REFERRED	DATE AD-862 RETURNED	APPROVAL DATE	C/S AMOUNT	C/S EARNED	PERFORM DATE	ST
20110039	7509	20081161	CRP	00	CP33	03-10-2011	03-10-2011	12-31-2007	5*			A
20110040	7509	20081161	CRP	00	CP33	03-10-2011	03-10-2011	12-31-2007	4*			A
20110074	5265	20111248	CRP	00	CP36	04-25-2011	04-25-2011	11-16-2010	465*			A
20110078	8612	20101188	CRP	00	CP3A	05-03-2011	05-03-2011	06-15-2010	3,565*			A
20110090	9053	20061072	CRP	00	CP33	07-14-2011	07-14-2011	01-17-2006	17*			A
20110091	9053	20061081	CRP	00	CP33	07-14-2011	07-14-2011	01-17-2006	11*			A
20110092	9053	20061074	CRP	00	CP33	07-14-2011	07-14-2011	01-01-2006	6*			A
20120018	8850	20119006	CRP	00	CP38E	11-03-2011	11-03-2011	10-24-2011	1,584*			A
20120019	8850	20119006	CRP	00	CP38E	11-03-2011	11-03-2011	10-24-2011	6,500*			A
20120035	5320	20121252	CRP	00	CP36	02-24-2012			363*			C
20120053	2155	20111246	CRP	00	CP36	02-27-2012			68*			C
20120072	9002	20129044	CRP	00	CP36	09-25-2012	10-12-2011		413*			C
20120088	8263	20129065	CRP	00	CP38E	09-27-2012	09-21-2012		138*			C
20120089	8700	20129064	CRP	00	CP38E	09-27-2012	09-26-2012	09-26-2012	429*			A
20120091	8700	20131257	CRP	00	CP36	09-27-2012	09-26-2012	09-26-2012	949*	949	10-04-2013	F
20120092	8700	20131257	CRP	00	CP36	09-27-2012	09-26-2012	09-26-2012	2,070*	2,070	10-04-2013	F
20130112	8612	20101188	CRP	00	CP3A	04-03-2013	04-03-2013	04-03-2013	3,922*			A
20130125	7939	20129069	CRP	00	CP38E	05-01-2013	05-01-2013		342			P

The report displays contracts showing statuses of the following.

- “A” which indicates that AD-245 has been “Approved”. There will also be a corresponding “Approval Date”.
- “P” which indicates either:
 - AD-245 is “Pending” COC approval. There will not be a corresponding “Approval Date” and no “C/S earned” amount
 - AD-245 has been “partially performed. This will have a “C/S Earned” amount, but no “Performance Date”.

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2 ACP-301 Report Record of AD-862 (Continued)

B Example of ACP-301 Report (Continued)

- “C” which indicates that AD-245 has been “cancelled”.
- “F” which indicates AD-245 has been “Finally Performed”. This will have a corresponding “C/S Earned” amount and a “Performance Date.”

C Actions for Existing AD-245’s

For AD-245’s currently maintained in CRES the following actions shall be followed.

ANY AD-245’s on the ACP-301 Report that have a status of...	SHALL...	BY...
“A” = Approved, but will not be paid	be cancelled in CRES	June 30, 2014.
“A” = Approved, and will be paid	be processed in CRES	until further notice.
“P” = Pending	be cancelled in CRES	June 30, 2014.
“P” = Partially Performed, and no further performance will take place	be finally performed in CRES	June 30, 2014.
“P” = Partially Performed, and will receive additional payments	be processed in CRES	until further notice.
“F” = Final Performance Completed	have no further action	
“C” = Cancelled	have no further action	

County Office users shall follow the instructions in 1-CONSV, Part 5, Sections 6 and 7 to access, cancel, or finally perform existing AD-245’s in CRES. If the County Office user is unable to access or cancel the existing record in CRES, contact the State Office according to subparagraph 4 A.

3 Additional Guidance for Future Preparation

A Additional Guidance on Remaining AD-245’s

For AD-245’s that have been “Approved” and will be paid, continue to process in CRES as normal. For any remaining AD-245’s that have “Partial Performance” and **will** receive additional payments, continue to process in CRES as normal. If users experiences any problems when attempting payments, contact the State Office according to subparagraph 4 A. Additional guidance will be forthcoming as the process to move all AD-245’s from CRES to CSS is continued.

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3 Additional Guidance for Future Preparation (Continued)

B Software Enhancements

Several software enhancements have been planned to further prepare for transitioning remaining AD-245's from CRES to CSS. Program Provisioning and CSS will both be modified to capture multiple rates for a single component within a given timeframe. Additional guidance will be forthcoming on when and how to establish these components and rates.

4 Contact

A State Offices

For questions about this notice and System 36, State Offices shall contact Bryan Rogers by either of the following:

- e-mail at **bryan.rogers@wdc.usda.gov**
- telephone at 843-669-9686, ext. 134.

For questions about this notice and CSS, State Offices shall contact Shanita Landon by either of the following:

- e-mail at **shanita.landon@wdc.usda.gov**
- telephone at 202-690-1612.

B County Offices

County Offices shall contact the State Office for questions about this notice.