

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CRP-841**

**For:** State and County Offices

**Land Tenure Provisions**

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

*Bradley Karmen*

**1 Overview**

**A Background**

Notice CRP-819, announced the implementation of the Land Tenure Provisions for CRP contract terminations.

The land tenure provisions are available to CRP participants with acreage devoted to certain practices that meet eligibility criteria. The Land Tenure Provisions were implemented on January 9, 2017. The effective dates of the applicable CRP contract termination will be no earlier than the date the land is sold or transferred to the beginning farmer or rancher.

**B Purpose**

This notice:

- restates the policy on land tenure provisions
- provides instructions for using TERRA to determine eligibility
- provides instructions for completing updated CRP-41, Conservation Reserve Program Early Termination Agreement (Version 3-31-2016).

Disposal Date	Distribution
July 1, 2018 9-21-17	State Offices; State Offices relay to County Offices

## 2 Land Tenure Policy

### A Eligible Contracts

Through FY18, land enrolled under eligible CRP contracts is eligible for voluntary termination under the land tenure provisions if the land is transferred by sale or lease to own transaction to a:

- beginning farmer or rancher as defined in 7 CFR 1410 or
- a socially disadvantaged farmer or rancher as defined in 7 CFR 1410, including family members.

### B Priority Consideration

Acreage voluntarily terminated under Land Tenure provisions will be eligible for priority enrollment consideration into:

- CRP-Grasslands, if meeting eligibility criteria
- Conservation Stewardship Program (CSP) as determined by NRCS
- Environmental Quality Incentives Program (EQIP) as determined by NRCS.

**Note:** An applicant who participates in the CRP Land Tenure option will be given a high priority status for ranking purposes under EQIP and CSP as well as a higher payment rate. These participants may also seek advanced payments for practices included in an EQIP contract, if funded. CSP applicants will be encouraged to adopt enhancements and practices that continue to maintain or enhance the practices previously adopted under the previous CRP agreement.

### C Eligible Practices

The following practices are eligible for voluntary termination under the land tenure provisions:

- CP1, Establishment of Permanent Introduced Grasses and Legumes
- CP2, Establishment of Permanent Native Grasses
- CP3, Tree Planting
- CP10, Grass Already Established
- CP11, Trees Already Established.

**Note:** All other practices are not eligible for the land tenure provisions.

## 2 Land Tenure Policy (Continued)

### D Ineligible Land

The following is not eligible for termination under the land tenure provisions:

- land that was transferred prior to January 9, 2017
- land that was transferred at any time during FY 2017 or FY 2018 and a succession in interest to a CRP-1 has already been completed
- land that is located within an average of 120 feet of a perennial stream or other permanent waterbody

**Note:** A perennial stream contains water throughout the year. Other permanent water bodies include a lake or pond that provides at least a seasonal flow of surface water from the water body off the farm.

- land with an erodibility index (EI) of more than 15
- land located within a federally designated wellhead protection area
- land that is covered by an easement under CRP
- land enrolled under CREP.

**Example:** The CRP participant has 40 acres enrolled under CRP contract as CP1, Introduced Grass. The entire 40 acres has an average EI of 18. The contract is not eligible for land tenure provisions even though the practice is eligible because the land has an EI of more than 15.

**Note:** See paragraph 4 for instructions for determining eligibility.

### E General Provisions

The following are general provisions for the acreage voluntarily terminated under the land tenure provisions:

- CRP participants must file CRP-41 to request terminations under the land tenure provisions. See paragraph 3 for instructions for completing CRP-41.

**Note:** Participants may request to voluntarily terminate all or any portion of the eligible acreage under the CRP contract under the land tenure provisions.

Measurement service is available at the participant's expense for partial acreage terminations under the land tenure provisions.

## **2 Land Tenure Policy (Continued)**

### **E General Provisions (Continued)**

- the effective date of the termination under land tenure provisions is the date of the transfer
- a prorated annual payment will apply from October 1, 2016 (FY17), or October 1, 2017 (FY18), through the date of the land sale/transfer
- payment reductions for noncompliance before the termination under land tenure provisions, if applicable, will be applied to the final annual rental payment
- early land preparation provisions, according to 2-CRP, paragraph 637, may be requested in conjunction with land that will be terminated under the land tenure provisions
- land tenure provisions will not affect the ability of the new owner or operator that received the land under land tenure provisions to submit a subsequent offer to enroll the land that was subject to the CRP contract into CRP.

### **F Payments**

Final payment on the acreage terminated under land tenure provisions will be:

- prorated from October 1, 2016, through the effective date (transfer date)
- disbursed after October 1 during the regular payment cycle for CRP annual rental payments.

The acreage approved on CRP-41 must be terminated according to early contract termination guidance in the CCMS user guide.

### **G Conservation Plans**

County Offices will instruct landowners requesting land tenure provisions for agricultural purposes to meet with NRCS regarding proposed land use activities, which may impact their eligibility for other USDA benefits.

Participants approved for land tenure provisions must maintain an applied conservation system or haying or grazing plan until such time as the effective date of the land tenure provisions. 6-CP provisions apply on acreage terminated under the land tenure provisions if the producer intends to receive certain other USDA benefits.

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### 2 Land Tenure Policy (Continued)

#### H Acreage Reporting Requirements

For FY18, participants will report acreage terminated under land tenure provisions on FSA-578 according to 2-CP based on the actual use, **not** as CRP acreage.

For FY17, participants will report acreage terminated under land tenure provisions on FSA-578 as CRP.

End year dates, as provided for in 2-CP, must be removed on all released CRP acreage.

#### I Reinstating Crop Acreage Bases

As may be applicable and as authorized, base acres may be reinstated at the beginning of the FY immediately following FY of the voluntary termination. Follow 1-ARCPLC to restore base acres.

### 3 Completing CRP-41

#### A Overview

CRP participants requesting to terminate under the land tenure provisions will manually complete CRP-41. Complete the CRP-41 according to the following table.

Item	Instructions
1 A	Enter the State code.
1 B	Enter the county code.
2	Enter the signup number from the CRP-1.
3 A	Enter the contract number from the CRP-1.
3 B	Enter the expiration date from the CRP-1.
4	Enter the effective date of the termination.  <b>Note:</b> This date is equal to the date of land transfer. The County Office will obtain sufficient documentation to determine transfer date according to 2-CRP, subparagraph 126 F before completing termination in CCMS.
5	Enter the farm number.
6 A	Enter the total number of acres under CRP-1.
6 B	Enter the acres requested for the early contract termination.
6 C	Enter the acres eligible for the early contract termination.
7 through 9	All CRP-1 participants will sign and date the CRP-41. If all participant signatures are not obtained, the CRP-41 must <b>not</b> be approved.
10 A and B	COC or CED will sign and date for approval.
11	Enter the County FSA Office name, address, and telephone number.

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### 3 Completing CRP-41 (Continued)

#### C Example of CRP-41

The following is an example of CRP-41.

<p><b>CRP-41</b> (06-09-16)</p> <p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p> <p><b>CONSERVATION RESERVE PROGRAM EARLY TERMINATION AGREEMENT</b></p>			1A. State Code	1B. County Code	2. Signup Number
			3A. Contract Number	4. Effective Date (MM-DD-YYYY)	5. Farm Number
			3B. Contract Expiration Date (MM-DD-YYYY)		
			6A. Total Contract Acres:		
			6B. Acres Requested for Termination:		
			6C. Acres Eligible for Termination:		
<p><b>7. TERMS OF EARLY TERMINATION AGREEMENT</b></p> <p>This agreement is made between Commodity Credit Corporation (referred to as "CCC") and the undersigned owner(s), operator(s), or tenant(s) (referred to as "participant(s)"). By signing this document, the participant(s) and CCC agrees to the termination of the CRP-1, Conservation Reserve Program Contract, identified in Item 3A above and CCC agrees to reinstate the appropriate crop base acres, effective at the beginning of the fiscal year immediately following termination. Termination requests shall become effective on the date indicated in Item 4 above provided the Farm Service Agency (FSA) receives all participant signatures on this document and the acreage in Item 6B above is determined eligible. In return, the participant(s) agrees to accept a final rental payment prorated to the effective date of the termination. The participant(s) understand that acreage used for crop production must be in compliance with the conservation compliance requirements of the Food Security Act of 1985, as amended, in order for the participant(s) to receive USDA benefits. This agreement is irrevocable.</p>					
7A. Participants Name and Address (Including Zip Code)					
7B. Signature (By)		7C. Title/Relationship of the Individual Signing in a Representative Capacity		7D. Date (MM-DD-YYYY)	
8A. Participants Name and Address (Including Zip Code)					
8B. Signature (By)		8C. Title/Relationship of the Individual Signing in a Representative Capacity		8D. Date (MM-DD-YYYY)	
9A. Participants Name and Address (Including Zip Code)					
9B. Signature (By)		9C. Title/Relationship of the Individual Signing in a Representative Capacity		9D. Date (MM-DD-YYYY)	
10A. Signature of CCC Representative		10B. Date (MM-DD-YYYY)		11. County FSA Office Name and Address (Including Zip Code)	
				Telephone Number (Area Code):	
12. Remarks					
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a -- as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable the participant(s) to request early termination of an existing CRP-1 contract and reinstatement of the appropriate crop acreage bases. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the producer to request early termination of an existing CRP-1 contract and reinstatement of the appropriate crop acreage bases.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title II, Subtitle G, Funding and Administration).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</p> <p>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</p> <p>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</p> <p>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</p>					

## 4 TERRA

### A Instructions for Using TERRA

Determine eligibility using TERRA according to the following table.

Step	Action
1	Open TERRA and select “Continuous Signup 50 HEL” for the signup type
2	Load the wellhead protection area layer.
3	Create a scenario by digitizing polygon(s) to land tenure of the CRP contract.
4	Select “Cropland” as the sub-portion type.
5	Select CP1 for a grass practices (CP1, CP2, CP10) or CP3 for tree practices (CP3, CP11) for the purpose of land tenure eligibility verification.
6	Visually inspect and ensure that the polygon(s) are not within a Wellhead Protection area.
7	Visually inspect and ensure that the polygon(s) are not within 120 feet of a permanent water body.
8	<p>Users may also use the measure tool or create a 120 foot buffer around the scenario polygon. See TERRA_4-1-10_User_Guide_Final located at <a href="https://sharepoint.fsa.usda.net/states/cepd/userguides/default.aspx">https://sharepoint.fsa.usda.net/states/cepd/userguides/default.aspx</a>.</p> <p><b>Note:</b> If the user is unable to determine distance from a water body using the NAIP imagery which is automatically loaded in TERRA, users can manually load a hydrology layer.</p>
9	Generate the report.
10	Go to the erodibility index calculations section of the report.
11	Under “Erodibility Calculations Results”, if “Wind EI and Water EI” are less than or equal to 15, the land is eligible for the land tenure provisions.
12	Print the report.
13	The “Land Eligibility Information” section of the report will also depict the percentage of the offer within the wellhead protection area.

## **5 Recording Early Contract Terminations in CCMS**

### **A Overview**

When early contract terminations are authorized, functionality in CCMS will be activated to record those authorized early terminations. During that period, users will see the option “Propose Early Termination” from the “action to perform” menu.

Recording the early termination will be a three-step process:

- propose early termination
- finalize early termination
- COC approve early termination.

Users will also be able to generate the CRP-41 once the early termination is proposed, by selecting the “CRP-41” link on the “View Contract” Page.

### **B Propose Early Termination Overview**

To record an early contract termination, on the View Contract Screen, from the “Select an action to perform” drop-down list, select “propose Early Termination” and CLICK “Go”.

After the user takes the option for Propose Early Termination, they will be taken to the “Propose Early Termination” screen. Users will be able to select the “Active Early Terminations”.




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### 5 Recording Early Contract Terminations in CCMS (Continued)

#### C Example of the Propose Early Termination Screen

The following is an example of the Propose Early Termination Screen.



United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System

Welcome [User], County Use [County]

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CCMS Menu

[Search Contract](#)[County Reports](#)

### Propose Early Termination

<b>Contract Status:</b>	Approved	<b>Activity Type:</b>	No Activity
<b>Admin State:</b>	Iowa (19)	<b>Admin County:</b>	Guthrie (077)
<b>Physical State:</b>	Iowa (19)	<b>Physical County:</b>	Guthrie (077)
<b>Contract Number:</b>	10038	<b>Signup Number:</b>	43
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	General CRP Signup 43
<b>Program Year:</b>	2013	<b>Signup Type:</b>	General
<b>Contract Description:</b>	<b>Subcategory Type:</b> Regular		

\* **Active Early Termination:**

2016 Land Tenure

\* **Early Termination Date (mm/dd/yyyy):**

06/23/2016

**Informational Statements**

- Ensure all owners are assigned to the contract and producer information is correct for the last annual payment cycle (prorated payment)
- Ensure CRP acreage is available through the Early Termination Date
- Ensure the Farm is active in Farm Records
- After the contract is chosen for Early Termination, these changes and others (if applicable) shall be made through the REVISE process
- The 60-Day Rule shall not apply
- Any existing Divisions of Payment must be re-balanced when the Early Termination is approved

**User Confirmed Eligibility Criteria**

- EI Value less than or equal to 15?
- Not adjacent to Waterway
- Is producer a new farmer?

SaveBack

Screen ID: CCMSWeb019  
Last Modified: 05/16/2016

All fields having a red asterisk (\*) are required and must be completed

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### 5 Recording Early Contract Terminations in CCMS (Continued)

#### D Propose Early Termination Options

The following table provides the fields, descriptions and actions for the Propose Early Termination Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display “No Activity”, “Divide”, or “Revise” based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative County of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display “CRP”.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set of the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Active Early Termination	All active early contract terminations will be displayed in the dropdown. If no early contract terminations are active the dropdown list will be empty.	Selected applicable early termination.
Early Termination Date	Users will enter the date the early contract termination will become effective.	Enter date in mm/dd/yyyy format or select date from the calendar popup.
Save	After the user selects “Save” CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D.  If all validations pass the user will see the Success Screen. CLICK “ok” to be returned to the View Contract Screen.	CLICK “Save”
Back	User is returned to the View Contract Screen no data is saved.	CLICK “Back”

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### 5 Recording Early Contract Terminations in CCMS (Continued)

#### E Propose Early Termination Error Messages

The following table provides the fields, descriptions, and actions for the Propose Early Termination Screen.

Error Message	Description	Corrective Action
{0} Format is invalid. Must be mm/dd/yyyy.	Must use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar popup.
{0} is required.	Field is required.	Enter missing data into the applicable field.
Active Early Termination Signup is required.	Active Early Termination is a required field.	Select the applicable "Active Early Termination".
Early Termination Date is greater than the Contract End Date {0}	The proposed date for the early termination cannot be later than the contract end date.	Select a date equal to or before the current end date of the contract.
Early Termination Date is less than the Contract Start Date {0}	The proposed date for the early termination cannot be earlier than the contract start date.	Select a date equal to or after the contract effective start date.
Only one early Termination can be proposed for a contract.	An existing early termination for the contract has been found, and only one can exist per contract.	An early contract termination can no longer be applied to this contract.
The effective date for the Early Termination cannot be earlier than {0}.	The early termination date for the contract cannot be earlier than the first possible early termination date for the applicable early termination signup.	Select a date equal to or after the date indicated in the error message.
The effective date for the Early Termination cannot be later than {0}.	The early termination date for the contract cannot be later than the last possible early termination date for the applicable early termination signup.	Select a date equal to or before the date indicated in the error message.
There is no active Early Termination enrollment period.	The current date must fall on or between the early termination signup begin date and end date.	Select a date on or between the early termination signup begin date and end date.
This contract is ineligible for Early Termination enrollment because contracts enrolled under a {0} program are not eligible for Early Termination.	The CRP program type of the contract must be an approved type for early termination.	An early contract termination cannot be applied to this contract.
This contract is ineligible for Early Termination enrollment because the contract has not been active for a minimum of {0} years.	The proposed date for the early termination cannot result in a contract length that is below the minimum allowed contract length based on configuration settings.	An early contract termination cannot be applied to this contract.
This contract is ineligible for Early Termination enrollment because the practices ({0}) are not eligible for early Termination.	All of the practices on the contract must be allowable for early termination in order to propose an early termination, or to modify or finalize a contract with an early termination record.	An early contract termination cannot be applied to this contract.
Your revision includes practice(s) ({0}) that are not eligible for Early Termination.	All of the practices on the contract must be allowable for early termination in order to propose an early termination, or to modify or finalize a contract with an early termination record.	An early contract termination cannot be applied to this contract.

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### 6 CCMS Finalize Early Termination

#### A Overview

To finalize the early contract termination, on the “View Contract” screen from the “Select an action to perform” drop-down list, SELECT “**Finalize Early Termination**” and CLICK “Go”.

#### B Example of the Finalize Early Termination Screen

The following is an example of the Finalize Early Termination Screen.



United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System

Welcome ,County User

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CCMS Menu

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### Finalize Early Termination

Contract Status:	Early Termination In Process	Activity Type:	No Activity
Admin State:	Iowa (19)	Admin County:	Guthrie (077)
Physical State:	Iowa (19)	Physical County:	Guthrie (077)
Contract Number:	10045	Signup Number:	43
Program Type:	CRP	Signup Name:	General CRP Signup 43
Program Year:	2013	Signup Type:	General
Contract Description:		Subcategory Type:	Regular

#### Informational Statements

- Ensure all owners are assigned to the contract and producer information is correct for the last annual payment cycle (prorated payment)
- Ensure CRP acreage is available through the Early Termination Date
- Ensure the Farm is active in Farm Records
- After the contract is chosen for Early Termination, these changes and others (if applicable) shall be made through the REVISE process
- The 60-Day Rule shall not apply
- Any existing Divisions of Payment must be re-balanced when the Early Termination is approved

#### User Confirmed Eligibility Criteria

- EI Value less than or equal to 15?
- Not adjacent to Waterway
- Is producer a new farmer?

Date Eligibility Was Confirmed  
(mm/dd/yyyy):

06/23/2016

Date All Producers Signed  
(mm/dd/yyyy):

06/14/2016

Finalize

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## 6 CCMS Finalize Early Termination (Continued)

### C Finalize Early Termination Options

The following table provides the fields, descriptions, and actions for the Finalize Early Termination Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display “No Activity”, “Divide”, or “Revise” based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The state of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display “CRP”.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set of the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Date Eligibility Was Confirmed	<p>Early contract terminations can have eligibility rules that CCMS will not be able to enforce. For example, EBI ratings.</p> <p>These checks will need to be done manually according to the policy that is provided specific to the early termination being applied to the contract. Users will need to enter the date they verified all eligibility on the contract was reviewed and confirmed.</p>	Enter the date in mm/dd/yyyy format or select date from the calendar popup

6 CCMS Finalize Early Termination (Continued)

C Finalize Early Termination Options (Continued)

Field/Button	Description	Action
Date All Producers Signed	Users will enter the latest signature date on the CRP-41.	Enter the date in mm/dd/yyyy format or select date from the calendar popup
Finalize	After the user selects “Finalize” CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D.  If all validations pass the user will see the Success Screen. Click “ok” to be returned to the View Contract Screen.	CLICK “Finalize”
Back	User is returned to the View Contract Screen no data is saved.	CLICK “Back”

D Finalize Early Termination Error Messages

The following table provides the field descriptions and actions for the Finalize Early Termination Screen.

Error Message	Description	Corrective Action
{0} Format is invalid. Must be mm/dd/yyyy.	Must use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar popup.
{0} is required.	Field is required.	Enter missing data into the applicable field.
The date all signatures have been completed cannot be earlier than the configured Early Termination Enrollment Start Date ({0}) for {1}.	Producer signatures cannot be a date earlier than the start date of the early termination period.	Enter a date equal to or after the start date of the early termination period.
The date all signatures have been completed cannot be later than the current date {0}.	Date all producers signed cannot be a future date.	Enter a date equal to or earlier than the current date.
The date the eligibility questions were confirmed.	Date eligibility was confirmed is a required field.	Enter date in mm/dd/yyyy format or select date from the calendar popup.
The date the eligibility questions were confirmed cannot be earlier than the configured Early Termination Enrollment Start Date ({0}) for {1}.	Date eligibility was confirmed cannot be earlier than the configured early termination enrollment start date.	Enter a date equal to or after the start date of the early termination period.
The date the eligibility questions were confirmed cannot be later than the current date {0}.	Date eligibility was confirmed cannot be later than the current date.	Enter a date equal to or before the current date.

## 7 CCMS COC Approve Early Termination

### A Overview

To record the COC approval of the early contract termination on the “View Contract” Screen, from the “Select an action to perform” drop-down list, select “**COC Approve Early Termination**” and CLICK “Go”.

### B Example of the COC Approve Early Termination Screen

The following is an example of the COC Approve Early Termination Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Conservation Contract Maintenance System  
Welcome , County User

CCMS Home About CCMS Help Contact Us Exit CCMS Logout of eAuth

**CCMS Menu**  
Search Contract  
County Reports

### COC Approve Early Termination

<b>Contract Status:</b>	Early Termination Finalized	<b>Activity Type:</b>	No Activity
<b>Admin State:</b>	Iowa (19)	<b>Admin County:</b>	Guthrie (077)
<b>Physical State:</b>	Iowa (19)	<b>Physical County:</b>	Guthrie (077)
<b>Contract Number:</b>	10045	<b>Signup Number:</b>	43
<b>Program Type:</b>	CRP	<b>Signup Name:</b>	General CRP Signup 43
<b>Program Year:</b>	2013	<b>Signup Type:</b>	General
<b>Contract Description:</b>		<b>Subcategory Type:</b>	Regular

\* Early Termination COC Approval  
Date (mm/dd/yyyy):

[Approve](#) [Reject](#) [Back](#)

All fields having a red asterisk (\*) are required and must be completed

Screen ID: CCMSWeb10  
Last Modified: 05/16/2016

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### 7 CCMS COC Approve Early Termination (Continued)

#### C COC Approve Early Termination Options

The following table provides the fields, descriptions, and actions for the COC Approve Early Termination Screen.

Field/Button	Description	Action
Contract Status	Will display the current status of the contract.	
Activity Type	Will display “No Activity”, “Divide” or “Revise” based on the maintenance being done to the contract.	
Admin State	The administrative State of the contract.	
Admin County	The administrative county of the contract.	
Physical State	The State of physical location of tract for this contract.	
Physical County	The county of the physical location associated with this contract.	
Contract Number	The contract number that was selected on the Select Contract Screen.	
Signup Number	The applicable signup number recorded for this contract.	
Program Type	Will display “CRP”.	
Signup Name	The applicable signup name recorded for this contract.	
Program Year	The program year associated with this contract. This value is set of the program year of the first month the contract was effective.	
Signup Type	The applicable signup type recorded for this contract.	
Contract Description	This field will display the contract description entered in the TERRA/COLS process. Will be blank for S36 migrated contracts.	
Subcategory Type	The applicable CRP subcategory recorded for this contract.	
Early Termination COC Approval Date	The date the COC approved the early termination.	Enter date in mm/dd/yyyy format or use the calendar popup.
Approve	After the user selects “Approve” CCMS will execute a series of validations. If any validations fail, error messages will be displayed according to subparagraph D.  If all validations pass the user will see the Success Screen. CLICK “ok” to be returned to the View Contract Screen.	CLICK “Approve”
Reject	Will remove the finalization of the early contract termination and return the user to the View Contract Screen.	CLICK “Reject”
Back	User is returned to the View Contract Screen no data is saved.	CLICK “Back”



**7 CCMS COC Approve Early Termination (Continued)**

**D COC Approve Early Termination Error Messages**

The following table provides the fields, descriptions, and actions for the COC Approve Early Termination Screen.

Error Message	Description	Corrective Action
{0} Format is invalid. Must be mm/dd/yyyy.	Must use valid date format.	Enter date in mm/dd/yyyy format or select date from the calendar popup.
{0} is required.	Field is required.	Enter missing data into the applicable field.
COC Approval date cannot be later than the current date.	The COC approval date cannot be later than the current date.	Enter a COC approval date that is not in the future.
No Existing Practices Found.	There are no supporting practices for the acreage type of the contract.	Reject COC Early Termination. Revise contract to correct the practices, reload the early termination.
The COC Approval date cannot be earlier than the configured Early Termination Enrollment Start Date ({0}) for {1}.	The COC approval date cannot be earlier than the first possible early termination date.	Enter a date equal to or after the start date of the early termination period as indicated in the error message.

## Notice CRP-841

### 8 Action

#### A State Office Action

State Offices will:

- follow the provisions of this notice
- ensure that County Offices follow the provisions of this notice
- provide a copy of this notice to NRCS
- ensure that County Offices record all terminated CRP-1's in the CCMS in a timely manner upon receipt of proof of transfer and COC or CED approval of CRP-41.

#### B County Office Action

County Offices will:

- notify all CRP participants about the provisions of this notice as soon as possible
- follow the provisions of this notice
- determine eligibility for land tenure provisions using TERRA according to paragraph 4
- complete CRP-41 according to paragraph 3
- attach a copy of the TERRA report to the CRP-41 highlighting the acreage to be terminated
- file CRP-41 and TERRA report in the CRP contract folder
- immediately notify participants when the request for land tenure is approved and inform them that conservation compliance requirements apply if the acreage is converted to an agriculture use.

**Note:** Producers determined out of compliance by NRCS may be ineligible to receive USDA benefits.

Immediately notify participants if the request for land tenure is not approved and provide applicable appeal rights according to 1-APP.