

For: State and County Offices

**Using Conservation Contract Maintenance System (CCMS)
to Process Transition Incentive Program (TIP) Contracts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

CRP TIP was authorized by the 2008 Farm Bill. Since that time, maintaining TIP contracts has been a manual process.

In 2015, the TIP Payment Process software was released to capture TIP contract payment amounts annually. Each year, County Office staff would load the TIP payment amount from the TIP contract into the TIP Payment Process software ahead of annual payment issuance, so TIP payments would be included in the Common Payment Process.

To improve internal budgetary controls and County Office efficiencies, CCMS has been enhanced to allow TIP contract processing.

B Purpose

This notice advises State and County Offices that:

- 2017 and 2018 TIP contracts must be loaded in CCMS by September 20, 2019
- 2019 and future year TIP contracts will be processed in CCMS
- 2019 TIP payments will be processed in a batch during the October payment run.

Disposal Date	Distribution
February 1, 2020	State Offices; State Offices relay to County Offices and NRCS State Offices

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2 General Policy

A CCMS TIP Training

CCMS TIP contract training for County and State Office employees will be conducted on Thursday, August 29, 2019, from 1 to 2 p.m. EST via Ready Talk Webinar. A calendar invite has been sent to State Offices to be shared with County Offices.

B Release of Software

The CCMS enhancement to record TIP contracts is scheduled for release on September 3, 2019. An Information Bulletin will be issued once the software is released. This initial release will allow County Offices to record all 2017, 2018, and 2019 TIP contracts in CCMS. Instructions will be in a future amendment to 5-CRP.

In a future release, additional enhancements will be available in CCMS, including TIP contract division functionality.

C 2017 and 2018 TIP Contract Deadlines

All 2017 and 2018 TIP contracts **must** be loaded into CCMS by **COB, September 20, 2019**.

Any 2017 and 2018 TIP contracts **not loaded** in CCMS by the deadline will not process during the batch payment run, and must be entered directly into the TIP payment software according to 2-CRP, paragraph 822 to process 2019 TIP payments. Corrections must also be completed directly in the TIP payment software according to 2-CRP, paragraph 825.

D 2019 TIP Contract Deadlines

Notice CRP-867 authorized eligible retired and retiring owners and operators, veteran, beginning, or SDA farmers or ranchers to enroll in TIP on a continuous basis between June 3, 2019, through August 23, 2019. 2019 TIP contracts must also be loaded into CCMS.

Eligible 2019 TIP contracts must be approved and recorded in CCMS by **2 p.m. CST, September 30, 2019**.

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3 Action

A County Office Action

County Offices will:

- follow the provisions of this notice
- notify the State Office specialist when all 2017 and 2018 TIP contracts are recorded in CCMS
- submit questions to the State Office specialist.

B State Office Action

State Offices will:

- ensure that County Offices record all 2017 and 2018 TIP contracts in CCMS by COB, September 20, 2019
- ensure that County Offices record all 2019 TIP contract approvals in CCMS by 2 p.m. CST, September 30, 2019
- submit TIP policy questions to John Carter, CRP Program Manager, by either of the following:
 - e-mail to **john.carter@usda.gov**
 - telephone at 202-720-8774
- submit TIP software questions to Michael Walter, Agricultural Program Specialist, by either of the following:
 - e-mail to **michael.walter1@usda.gov**
 - telephone at 816-926-7902.