

For: State and County Offices

CRP Multi-Year Assignments

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA Financial Services (FSA-FS) has been enhanced to expedite the process for entering multi-year CRP assignments. The enhancement allows future year assignments to be entered for the life of the CRP contract. 63-FI provides policies and procedures for:

- accessing the assignment function of FSA-FS
- entering the assignee information in Service Center Information Management System (SCIMS).

Future year CRP assignments were deleted according to Info Bulletin 3495 and must be re-entered. In September 2005 County Offices received Report MQC25R1, Assignments to be Re-entered Via FSA-FS, from KCFO that lists the assignments that were deleted.

B Purpose

This notice provides instructions for re-entering multi-year CRP assignments.

C Contacts

If questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Debbie Simmons, FMD, by either of the following:
 - e-mail at **Debbie.Simmons@wdc.usda.gov**
 - telephone at 703-305-1309.

Note: FMD has migrated e-mail from GroupWise to Microsoft Outlook. Any former address contacts for Debbie Simmons that contain an underscore between the first and last name are no longer being forwarded to the Microsoft Outlook account.

Disposal Date	Distribution
June 1, 2006	State Offices; State Offices relay to County Offices

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2 Creating a CRP Multi-Year Assignment

A Name and Address Requirements

Both the assignor and assignee must be loaded in SCIMS name and address file with a valid taxpayer ID number.

B Accessing the Web-Based Assignment Menu

See 63-FI, paragraph 120, for instructions on accessing the web-based assignment function. On the Assignment Menu, click “Customer Assignment Options” to display the View Assignments Menu. On the View Assignment Menu, click “Create Assignments” to display the Create Assignment Menu.

C Completing the Create Assignment Screen

This is an example of the Create Assignment Screen.

The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Create Assignment - Microsoft Internet Explorer". The address bar shows the URL: https://inet.tc.fsa.usda.gov/FSAFS/prepare_create_assignment.do. The page header includes "Farm Service Agency Online" and "Financial Services". The main content area is titled "FSAFS : Create Assignment" and displays the following information:

- OMB No. 0560-0183
- Name: LAYNESPORT LANDING INC Tax ID: [REDACTED] State: ARKANSAS (05) County: Little River (081)
- Program Category Code: Conservation Reserve Program Annual Rental (selected)
- Program / Contract Year: [REDACTED]
- OR
- Program Alpha Code: [REDACTED]
- OR
- Contract Number: [REDACTED] (Optional)
- OR
- Farm Number: [REDACTED] (Optional)
- Assignee Tax ID: [REDACTED] Tax ID Type: E (selected)
- Amount \$: [REDACTED]
- Signature On File:

Below the form, there is a note: "Checking this box indicates proper paper work is on file, and that the assignment will be saved in an 'Accepted Status'". At the bottom, a message states: "Please click the Submit button one time. Your request will be processed shortly." The browser's taskbar at the bottom shows the start button and several open applications, including "Inbox - Microsoft Out...", "Document1 - Microsof...", and "USDA - FSA - Financ...". The system clock shows 12:16 PM on 9-22-05.

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2 Creating a CRP Multi-Year Assignment (Continued)

C Completing the Create Assignment Screen (Continued)

Create the assignment according to the following:

- click “Program Category Code” or “Program Alpha Code” radio button, if the assignment is:
 - for CRP annual rental payments, select “Conservation Reserve Program Annual Rental” from the “Program Category Code” drop down box and enter the contract year in the “Program/Contract Year” field
 - **not** for CRP annual rental payments, enter the correct program alpha code from 63-FI, Exhibit 13, where the “XX” is replaced with the contract year
- do **not** click “Contract Number” or “Farm Number” radio button; neither the "Contract Number" or "Farm Number" fields are valid because CRP is not a web-based program
- “Assignee Tax ID” and “Tax ID Type” are required fields
- in the “Amount” field, enter the total amount for all remaining years of the assignment

Example: If the assignment has 7 years remaining and the amount is \$200 per year, enter \$1400.

- if the assignment is being entered based on a paper CCC-36, and the assignor and assignee have signed CCC-36, click “Signature on File”

Note: If “Signature on File” is not clicked, the assignment will be placed in a pending status until the signatures are obtained.

- click “Submit” and the Multiple Year Assignment Setup Screen will be displayed.

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2 Creating a CRP Multi-Year Assignment (Continued)

D Completing the Multiple Payment Year Assignment Setup Screen (Continued)

This is an example of the Multiple Payment Year Assignment Setup Screen.

The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Multiple Payment Year Assignment Setup - Microsoft Internet Explorer". The address bar shows the URL "https://inet.fc.fsa.usda.gov/FSAPS/create_assignment.do". The page header includes "Farm Service Agency Online" and "Financial Services". The main content area is titled "FSAFS : Multiple Payment Year Assignment Setup" and includes the following information:

- OMB No. 0560-0183
- Name: LAYNESPORT LANDING INC Tax ID: State: ARKANSAS (05) County: Little River (081)
- Assignee Name: STATE BANK OF DEKALB
- Assignee Tax ID: Tax ID Type: E
- Program: Conservation Reserve Program Annual Rental
- Program / Contract Year: 2001 Assignment Amount: \$4000.00

Below this information, there is a form with a "Payment Year" dropdown menu set to "2001" and an "Amount" input field. An "Add" button is next to the amount field. Below the form, there is a table with columns "Payment Year" and "Amount". A message below the table states: "• There are currently no years designated for assignment payments." At the bottom of the form, it says "Total Amount Remaining: \$4000.00" and an "Exit" button.

Complete the Multiple Payment Year Assignment Setup Screen according to the following:

- the "Program Year" defaults to the contract year, click the drop down arrow to display the future years and click on the first year remaining to be assigned
- in the "Amount" field, enter the amount to be assigned for the selected year
- click the "Add" button.

Note: When "Add" is clicked, the year and amount added will be displayed on the screen. Continue adding each remaining year of the assignment.

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2 Creating a CRP Multi-Year Assignment (Continued)

D Completing the Multiple Payment Year Assignment Setup Screen (Continued)

This is an example of the completed Multiple Payment Year Assignment Setup Screen.

USDA - FSA - Financial Services - Multiple Payment Year Assignment Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://inet.fc.fsa.usda.gov/FSAPS/update_assignment_payment_years.do

Select Producer
Assignments
Joint Payments
Direct Deposit
National Payment Service
Logout

FSAFS : Multiple Payment Year Assignment Setup OMB No. 0560-0183

Name: LAYNESPORT LANDING INC Tax ID: State: ARKANSAS (04) County: Little River (081)

Assignee Name: STATE BANK OF DEKALB
Assignee Tax ID: Tax ID Type: E

Program: Conservation Reserve Program Annual Rental
Program / Contract Year: 2001 Assignment Amount: \$4000.00

Payment Year: 2001 Amount: \$ Add

Payment Year	Amount
<input type="checkbox"/> 2006	1000.00
<input type="checkbox"/> 2007	1000.00 Remove
<input type="checkbox"/> 2008	1000.00
<input type="checkbox"/> 2009	1000.00

Total Payment Years Amount: \$4000.00

Total Amount Remaining: \$0.00

Submit Exit

When the “Total Amount Remaining” is zero, the “Payment Year” and “Amount” fields will be shaded out. The “Submit” button will be displayed on the bottom of the screen. If the data entered is:

- correct, click “Submit” to save the assignment and the View Assignments Screen will be displayed
- incorrect, click the box beside the payment year that is incorrect and click “Remove”

Note: This will remove the payment year and put the amount back in the amount to be assigned. Continue removing all years that are incorrect. The years will return to the drop down list and may be selected again.

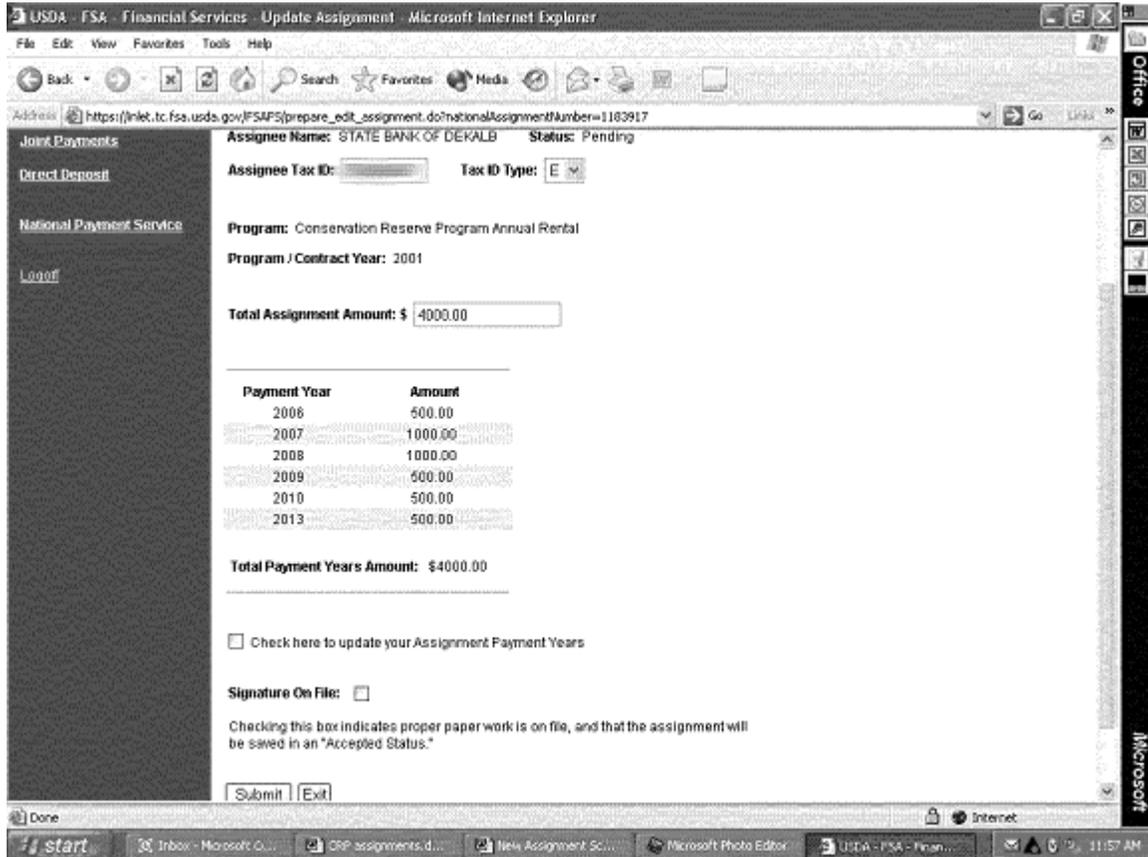
- not to be saved, click “Exit”.

Note: The “Submit” button will not be displayed until the full amount to be assigned has been allocated to a payment year.

3 Editing a CRP Multi-Year Assignment

A Editing a CRP Multi-Year Assignment

A multi-year assignment can be edited **only** if it is in a pending status. If the assignment is pending, the View Assignment Screen will display an option to “Edit”. Click “Edit” to make changes to the payment years. This is an example of the Update Assignment Screen.



On the Update Assignment Screen, the user may:

- change the assignee tax ID
- change the total assignment amount
- correct the amount applied to payment years
- accept the assignment
- exit without making any changes.

If the total assignment amount is changed, or the user clicks “Check here to update your Assignment Payment Years”, the Multiple Payment Year Assignment Edit Screen will be displayed to reallocate the assigned amounts. Complete the screen according to subparagraph 2 D.

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3 Editing a CRP Multi-Year Assignment (Continued)

B Canceling a CRP Multi-Year Assignment

An assignment may only be canceled if the assignment was incorrectly entered or the assignee requests that the assignment be terminated. The assignor cannot terminate an accepted assignment.

To cancel a CRP multi-year assignment, click “Cancel” on the View Assignments Screen.

4 Single Year CRP Assignment and Replication of Assignment to System 36

A Entering Single Year CRP Assignments

The same screens will be displayed for single year CRP assignments. The user will select the payment year for the assignment and enter the total amount of the assignment as the amount for the year.

B Replication as Single Year Assignment

Assignments viewed in FSA-FS will display as a multi-year assignment. However, when the multi-year assignment replicates to the System 36, a separate assignment for each payment year will be replicated.

5 County Office Action

A Reload Deleted Assignments

Use Report MQC25R1 to determine the assignments that must be re-entered through FSA-FS. Only re-enter the amount of the assignment that remains outstanding. If the assignment has been previously applied to other payments, do **not** include that amount.

Do **not** re-enter an assignment if the producer is no longer participating in a CRP contract.

B County Offices That Have Not Loaded AS-400 FTP Package

County Offices that have **not** loaded the AS-400 FTP package shall **not** re-enter assignments until notified by Kansas City. Kansas City is monitoring those sites that have been unable to load the AS-400 FTP package. See Info Bulletins 3519, 3520, and 3523 for additional information.