

For: FSA Offices

**Refunding Canceled or Over Collected CRP Compliance Review Fees
for Re-Enrollments and Extensions (REX)**

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Notice CRP-511, subparagraph 2 F, provided for collecting compliance review fees from producers that choose to accept a REX offer. Notice FI-2746, provided the program code used to deposit the CRP compliance review fees. In some instances, after paying the CRP compliance review fee the:

- CRP participant decided not to re-enroll acres or extend the contract
- County Office determined that the CRP participant was over-charged.

B Purpose

This notice provides instructions for refunding:

- the CRP compliance review fees if the compliance review will not be completed
- over collected CRP compliance review fees.

C Contact

County Offices with questions about this notice should contact their State Office.

State Offices with questions about this notice should contact Debbie Simmons by:

- e-mail at **debbie.simmons@wdc.usda.gov**
- telephone at 703-305-1309.

Disposal Date	Distribution
February 1, 2007	FSA Offices; State Offices relay to County Offices

Notice FI-2755

2 Modifying CRP Compliance Review Fee Collections on CCC-257

A Accessing Cash Receipts Function to Modify Collections

The following steps provide instructions for accessing the cash receipts function to modify schedule of deposit information.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER either of the following: <ul style="list-style-type: none"> • “3”, “Application Processing (Headquarters Office)” • “4”, “Application Processing (Office Selection)” 	Menu FAF07001 will be displayed. Go to step 3. Menu FAX09002 will be displayed.
2	On Office Selection Menu FAX09002, enter the number corresponding to the appropriate office.	Menu FAX07001 will be displayed.
3	On Application Selection Menu FAX07001, ENTER “1”, “Accounting”.	Menu AAA000 will be displayed.
4	On Accounting Main Menu AAA000, ENTER “2”, “Cash Receipts Function”.	Menu AGK000 will be displayed.
5	On Cash Receipts Main Menu AGK000, ENTER “2”, “Modify or Delete Schedule of Deposit (CCC-257) Information”.	Screen AGK20500 will be displayed.
6	On Screen AGK20500, “Schedule of Deposit Mod/Sel Screen”: <ul style="list-style-type: none"> • ENTER “2”, “Modify/Delete collection records already deposited” • enter the schedule number that the deposit was recorded on • PRESS “Enter”. 	Screen AGK22000 will be displayed.

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2 Modifying CRP Compliance Review Fee Collections on CCC-257 (Continued)

B Completing Screen AGK22000 to Modify Collection

Screen AGK22000 will be used to modify the CRP compliance review fees already deposited. This is an example of Screen AGK22000.

Accounting 081 LITTLE RIVER Modify AGK22000
Modify/Delete Selection Screen Version: AE52 04-13-2006 14:45 Term E0

Schedule Number 0488

Rec. M	Remitter/Producer	Program Code	Reference	Type/Amount
Type D	Identification	Check Number	Number	
PGM X	SLYBOY BARKER	06CRPFEE	P	\$90.00
RMT	SLYBOY BARKER	00000884		\$90.00
	END OF SCHEDULE			

Enter an X in the MD column next to the record you wish to modify or delete.
Select appropriate Cmd key.

Cmd4=Previous Screen Cmd7=End Cmd20=Change Cmd24=Delete Roll=Page
Help=Help Text

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Make a note of the “Check Number” associated with the “RMT” record for the collection to be modified. ENTER “X” in the column labeled “M D” next to the record type “PGM” for the CRP compliance review fee to be modified. PRESS “Cmd20” to display a screen that will allow the collection to be modified. Screen AGK22010 will be displayed.

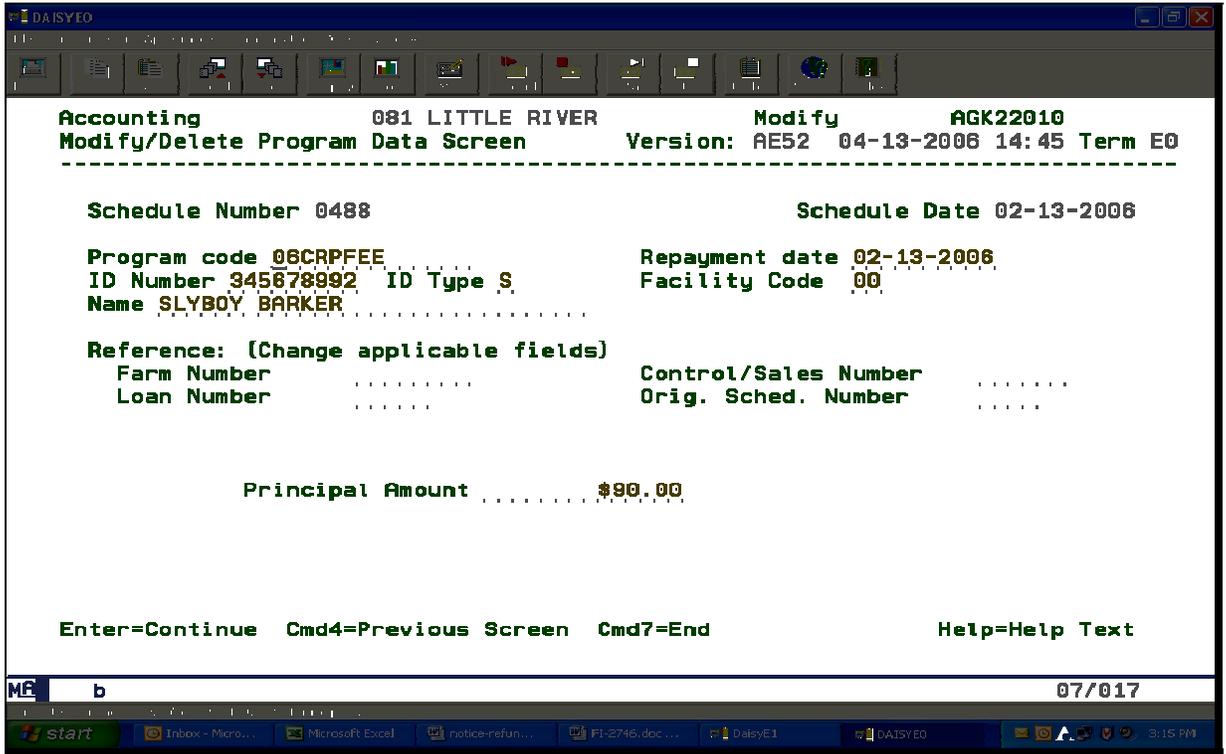
Notes: In this example, the check number for the remittance is “00000884”.

On the PC keyboard, hold down the “Shift” key and press “F8” to emulate the System 36 “Cmd20”.

2 **Modifying CRP Compliance Review Fee Collections on CCC-257 (Continued)**

C Modifying the CRP Compliance Review Fee Collection

Screen AGK22010 allows the user to modify a collection previously deposited. This is an example of Screen AGK22010.



On Screen AGK22010, modify the:

- program code if the entire amount is to be refunded; modify “06CRPFEE” to “REFREP”
- “Principal Amount” to change the amount of the recorded collection to the reduced amount of the collection.

Note: Do **not** enter the dollar sign. PRESS “Field Exit” to right-justify the amount.

PRESS “Enter” to continue. Screen AGK22010 will redisplay the modification and display additional command options on the bottom.

PRESS “Cmd20” to process the change. PRESS “Cmd7” to end.

Note: If the collection amount is reduced, Screen AGK23001 will display showing the Schedule of Deposit is out of balance by the amount to be refunded. PRESS “Cmd7” to continue.

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2 **Modifying CRP Compliance Review Fee Collections on CCC-257 (Continued)**

C **Modifying the CRP Compliance Review Fee Collection (Continued)**

If the CRP compliance fee is to be:

- partially refunded, see paragraph 3.
- fully refunded, see paragraph 4.

3 **Balancing CCC-257 When a Portion of the Collection Is To Be Refunded**

A **Requirement to Have CCC-257 in Balance**

The amount of the CRP compliance review fee to be refunded to the CRP participant must be recorded on the CCC-257 using program code “REFREP” to get the CCC-257 back in balance. If the CCC-257 is not in balance, the County Office cannot queue and transmit accounting files.

B **Getting CCC-257 in Balance When a Portion of the Collection Is To Be Refunded**

To get the CCC-257 back in balance, the user must record a collection for the amount of the refund. To record a collection on an already deposited CCC-257, on the Cash Receipts Main Menu AGK000, select option 1, “Enter Payment/Refund for Schedule of Deposit (CCC-257)”. Screen AGK01000 will be displayed.

On Screen AGK01000, enter:

- program code “REFREP”
- the original collection date in the field “Repayment/Loan Date”
- the participant’s ID number and ID type.

PRESS “Enter”. Screen AGK01005 will be displayed.

On Screen AGK01005, enter:

- the amount to be refunded in the field “Principal”
- “N” in the field “Special Data”.

PRESS “Enter” twice. Screen AGK00500 will be displayed.

On Screen AGK00500, select option 4, “Already prepared CCC-257”. PRESS “Enter”. Screen AGK00540 will be displayed.

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3 Balancing CCC-257 When a Portion of the Collection Is To Be Refunded (Continued)

B Getting CCC-257 in Balance When a Portion of the Collection Is To Be Refunded (Continued)

On Screen AGK00540, enter the:

- original CCC-257 number
- date of the original deposit
- PRESS “Enter”; Screen AGK01500 will be displayed.

On Screen AGK01500, enter the original check number that was deposited, as noted in subparagraph 2 B. PRESS “Enter”. Screen AGK01505 will be displayed. This is an example of Screen AGK01505.

Accounting 081 LITTLE RIVER Entry AGK01505
Multiple Producer Remittance Screen Version: AE52 04-19-2006 15:54 Term E0

Schedule Number 0488 Schedule Type HISTORY Schedule Date 02-13-2006

Program Data Accepted From	Cash Receipts	For	\$10.00
On Program Code REFREP		Repaid	04-13-2006
By SLYBOY BARKER	ID Number 345678992	Type S	

Multiple Producer Remittance Display Check/Item Number 00000884

These Remittances entered with a matching check/item number:

Seq#	Payment Made By	Amount
001	SLYBOY BARKER	\$90.00

Enter corresponding Seq# _ _ _ (Leave Seq# blank to enter a separate Remittance)

Enter=Continue Cmd2=Return To Remittance Entry Help=Help Text

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On Screen AGK01505, in the field “Enter corresponding Seq#”, enter the sequence number of the remittance as shown on the screen. PRESS “Enter”. Screen AGK01510 will display showing the CCC-257 is in balance.

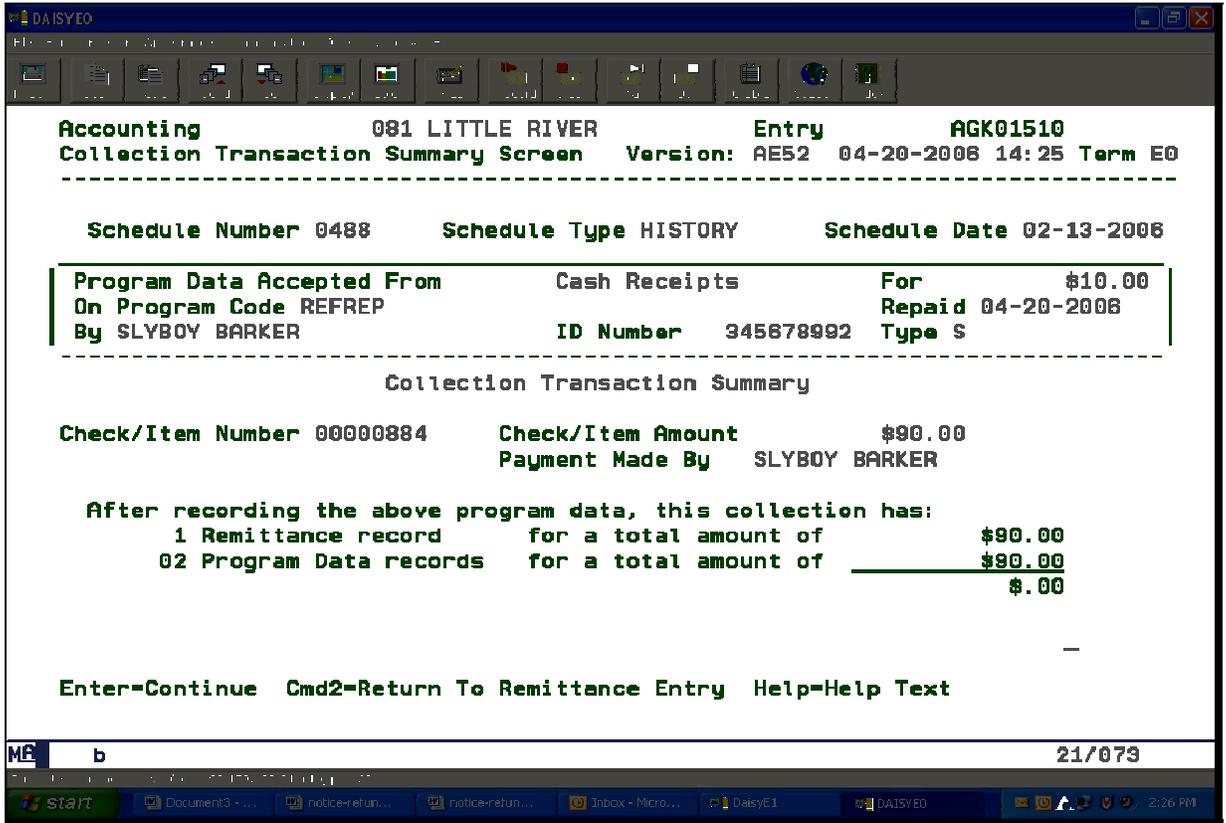
Note: Normally the sequence number is “001”.

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3 Balancing CCC-257 When a Portion of the Collection Is To Be Refunded (Continued)

B Getting CCC-257 in Balance When a Portion of the Collection Is To Be Refunded (Continued)

This is an example of Screen AGK01510.



If the “Remittance record” and the “Program Data records” are in balance, PRESS “Enter” to complete the update of the CCC-257. The Cash Receipts Main Menu will display.

If the “Remittance record” and the “Program Data records” are not in balance, PRESS “Cmd2” to return to screen AGK01500 and re-enter the correct remittance data.

Access Accounting’s Disbursement/Check Writing function to refund over collections. See paragraph 4.

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4 Refunding CRP Compliance Review Fees

A Issue Refund Through Accounting's Disbursements/Check Writing Function

To refund the CRP compliance review fee, from the Accounting Main Menu AAA000, select option 1, "Disbursements/Check Writing Function". Enter the payment through the System 36 according to 1-FI, Part 5, using program code "REFREP". When program code "REFREP" is entered, the next screen will ask for the CCC-257 Schedule Number. Enter the original CCC-257 number. Accounting will verify that the:

- schedule number entered has a REFREP program record for the ID number entered
- amount of the REFREP payment being requested does not exceed the amount recorded as REFREP on the CCC-257.