

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

**Agricultural Resource  
Conservation Program  
2-CRP (Revision 5)**

**Amendment 14**

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



**Amendment Transmittal**

**A Background**

Software has been developed that allows County Offices to record TIP payment information in the web-based system for issuance to producers eligible for 2012 payments beginning October 2012.

Software is projected to be released on or about September 7, 2012.

**B Reasons for Amendment**

Exhibit 60 has been added to provide general payment processing information for TIP.

Exhibit 61 has been added to provide procedure for recording TIP payments in the web-based system.

<b>Page Control Chart</b>		
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**808 CRP-1R Provisions****A CRP-1R Duration**

CRP-1R begins on October 1 that is the day after the CRP-1 scheduled expiration date and ends 2 years following the CRP-1 expiration date of September 30.

**Exception:** For CRP contracts that expired in 2008 or 2009, the beginning date of CRP-1R is October 1, 2010.

**Note:** Preparing or installing certain conservation practices may occur up to 1 year before the beginning date of CRP-1R according to paragraph 806.

**Example:** A retired operator has land under CRP contract that expires on September 30, 2010. The retiring operator and SDA farmer signed CRP-1R on June 14, 2010, and the retired operator modified the CRP-1 conservation plan to make conservation land improvements in the last year of CRP-1. COC or CED approved the modified conservation plan and CRP-1R on August 1, 2010. CRP-1R goes into effect October 1, 2010.

**B CRP-1R Payments**

Retired or retiring owners or operators with an approved CRP-1R may receive up to 2 additional annual rental payments **after CRP-1 expires** provided that the retired or retiring owner or operator is **not** a family member of the beginning or SDA farmer or rancher according to the definition of family member in Exhibit 2.

**\*--Note:** See Exhibit 60 for general information about TIP payments and Exhibit 61 for additional information about recording TIP payments.--\*

**Example:** The retired or retiring farmer and a nonfamily member beginning or SDA farmer or rancher completed and signed CRP-1R on May 17, 2010, for CRP-1 scheduled to expire on September 30, 2010. The CRP-1R period is October 1, 2010, through September 30, 2012. The retired or retiring owner or operator may receive the first CRP-1R payment after October 1, 2011, and the final TIP payment after October 1, 2012, provided all other payment eligibility criteria are met.

**808 CRP-1R Provisions (Continued)****C CRP TIP Payment Limitation**

Payment limitation as applicable for other CRP-1's will be applied to CRP-1R annual rental payments.

**D CRP TIP AGI Provisions**

The AGI determination of the expiring CRP-1 will continue for the additional 2 years for annual rental payments under TIP.

**E Succeeding to CRP-1R**

\*--A new owner of land, purchased from the retired owner or operator, that was transitioned under TIP and is under a long-term lease with a beginning or SDA farmer or rancher, may succeed to an approved CRP-1R, provided the successor continues to honor the lease with the beginning or SDA farmer or rancher and all the provisions of CRP-1R are met.

**Important:** To ensure TIP payments are issued correctly, all succession-in-interest to CRP-1R's must be reported to Kimberly Wright, CEPD, Conservation Automation Branch, by e-mail at **kimberly.wright@wdc.usda.gov**.\*

**\*--General Information for TIP Payments**

**A Introduction**

The TIP payment process is an automated process that determines the following:

- whether the producer is eligible to receive payment
- payment amounts that can be sent to NPS for disbursement
- overpayment amounts that will be updated to the Pending Overpayment Report if the producer is determined ineligible after a payment has been disbursed.

**B Payment Processing and Eligibility**

The TIP payment process uses the common payment process developed for other programs such as SURE, ELAP, and Reimbursement Transportation Cost Program. See 9-CM for additional information on the common payment process including the eligibility rules applicable for TIP.

**C Frequency of Payment Processing**

TIP payments are processed nightly for the following:

- payment amounts recorded through the TIP payment process during the workday
- any payment on the Nonpayment or Insufficient Funds reports will be reprocessed nightly to determine whether the condition previously preventing the payment has been corrected. See 9-CM for additional information on the Common Payment Reports.

**D Payments Less Than \$1**

TIP payment process will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**E eFunds Allotment**

TIP payments are controlled through the e-funds process. Allotments will be provided to each County Office by the National Office based on total net TIP payment amounts for the applicable program year by administrative State and County Office as computed through the TIP payment process.

If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to [iana.nesbit@wdc.usda.gov](mailto:iana.nesbit@wdc.usda.gov).\*

**\*--General Information for TIP Payments (Continued)**

**F Payment Limitation**

The payment limitation for TIP is \$50,000. The following programs are subject to the same \$50,000 for the program year:

- CRP
- EFCRP
- SAFE
- TIP.

The accumulated total of all payments for these programs cannot exceed \$50,000 for the applicable program year. Determining the amounts subject to payment limitation also varies based on whether the contract is subject to 1-PL or 4-PL rules. All TIP payments are subject to 1-PL provisions.

See 1-PL and 4-PL for additional information on controlling payment limitation.

**G Payment Due Date**

61-FI provides general guidance for determining payment due dates for various programs. The TIP payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed CRP-1R
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-502
  - CCC-526, if AGI provisions were applicable to the expiring CRP contract
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment, usually the first week of October of the applicable payment year.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.--\*



**\*--General Information for TIP Payments (Continued)**

**H AGI**

AGI provisions are not applicable to TIP unless the CRP contract was extended through the REX process. If extended through REX, the \$2.5 million AGI provisions are applicable.

Since TIP does not have an automated contract process and AGI based on the eligibility applicable to the expiring CRP contract, there is no way for the payment system to check AGI eligibility. Therefore County Offices shall follow this table if a producer or member does not meet AGI provisions.

<b>IF the producer on CRP-1R...</b>	<b>THEN County Offices shall...</b>
does not meet AGI provisions	<ul style="list-style-type: none"><li>• notate the ineligibility on CRP-1R</li><li>• not record the payment in the TIP payment software.</li></ul>
is an entity or joint operation and at least one member does not meet applicable AGI provisions	notify their State Office.  State Offices shall contact CEPD for assistance.

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**\*--TIP Payment Software**

**A Introduction**

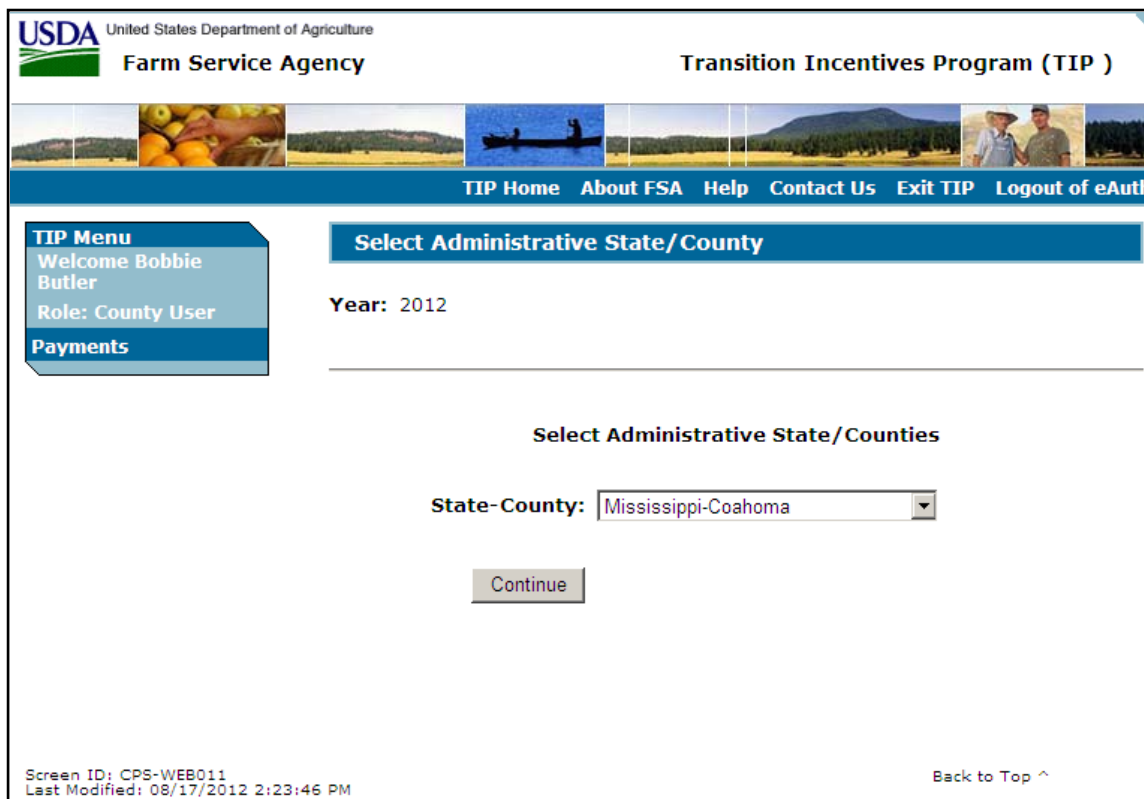
Because an automated application process has not been developed for TIP, the amounts calculated through the TIP Workbook must be recorded in the web-based TIP payment process.

**B Accessing the TIP Home Page**

To access the TIP Home Page, go to FSA's Applications Intranet web site at [http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet\\_applications.html](http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html). Under Conservation, CLICK "TIP Payment Process".

Users will be prompted to login through the USDA eAuthentication Login Screen. Login in the normal manner and the TIP Home Page will be displayed.

The following is an example of the TIP Home Page.



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**\*--TIP Payment Software (Continued)**

**C Recording Payment Amounts**

Record TIP payment amounts according to the following.

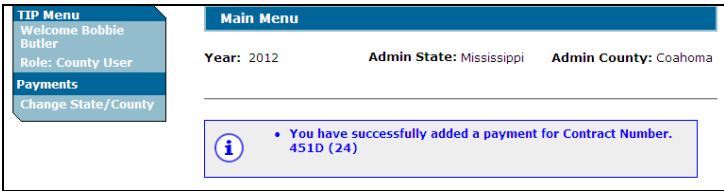
**Reminder:** Do **not** record payment amounts for producers that do **not** meet AGI provisions. See Exhibit 60, subparagraph H for additional information.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	<p>On the TIP Home Page:</p> <ul style="list-style-type: none"> <li>• select the administrative State and county associated with the producer’s CRP-1R</li> <li>• CLICK “Continue”.</li> </ul> <p><b>Note:</b> 2012 is the defaulted program year. County Offices shall only record payment amounts earned for 2012 initially. A future software modification will allow for 2013 and 2014 payments to be recorded.</p>	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Record Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter New Contract Number Page will be displayed with the selected producer name.
4	<p>On the Enter New Contract Number Page:</p> <ul style="list-style-type: none"> <li>• enter the contract number from CRP-1R from the TIP Workbook</li> <li>• CLICK “Continue”.</li> </ul>	The Record Calculated Payment Page will be displayed.
5	<p>On the Record Calculated Payment Page:</p> <ul style="list-style-type: none"> <li>• enter the payment amount for the selected producer and contract</li> <li>• CLICK “Submit”.</li> </ul>	The Record Calculated Payment Confirmation Page will be displayed.

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\*--TIP Payment Software (Continued)

**C Recording Payment Amounts**

Step	Action	Result
6	On the Record Calculated Payment Confirmation Page, CLICK “Confirm” to record the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been added.
7	<p>After the payment is added, an internal tracking number will be displayed with the contract number.</p> <p><b>Example:</b> In this example, the “24” is the internal control number.</p>  <p><b>Recommendation:</b> County Offices should record the internal control number on CRP-1R and/or the TIP Payment Report printed from the TIP Workbook process.</p>	

**D Modifying/Deleting TIP Payment Amounts**

Modify and delete TIP payment amounts according to the following.

Step	Action	Result
1	<p>On the TIP Home Page:</p> <ul style="list-style-type: none"> <li>select the administrative State and county associated with the producer’s CRP-1R</li> <li>CLICK “Continue”.</li> </ul>	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Modify/Delete Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Select Contract Number Page will be displayed with the selected producer name.

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\*--TIP Payment Software (Continued)

D Modifying/Deleting TIP Payment Amounts (Continued)

Step	Action	Result	
4	<p>On the Select Contract Number Page:</p> <ul style="list-style-type: none"> <li>select the contract for the selected producer that needs to be modified or deleted from the drop-down list</li> </ul> <p><b>Note:</b> The internal contract number assigned when the payment was originally recorded is displayed with the contract number in the drop-down list. For example “451D (24)”.</p> <ul style="list-style-type: none"> <li>CLICK “Continue”.</li> </ul>	The Modify/Delete Calculated Payment Page will be displayed.	
5	On the Modify/Delete Calculated Payment Page the recorded payment amount will be displayed.		
	<b>IF the user wants to...</b>		<b>THEN...</b>
	modify the payment amount previously recorded		<ul style="list-style-type: none"> <li>revise the payment amount displayed</li> </ul> <p><b>Note:</b> The full payment amount should be entered regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> <li>CLICK “Modify”.</li> </ul>
delete the payment	CLICK “Delete”.	The Delete Calculated Payment Confirmation Page will be displayed.	
6	On the Modify/Delete Calculated Payment Confirmation Page, CLICK “Confirm” to modify or delete the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.	

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**\*--TIP Payment Software (Continued)**

**E Enter New Contract Number Page**

The Enter New Contract Number Page allows the user to specify the contract number associated with CRP-1R. The contract number entered:

- can contain numbers and letters
- should not include any spaces or special characters, such as hyphens
- should not include the word “TIP”.

The following is an example of the Enter New Contract Number Page.

The following options are available on the Enter New Contract Number Page.

<b>Option</b>	<b>Action</b>
Change State/County	Option on the left navigation menu allows the user to go back to the TIP Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the TIP Main Menu.
Continue	Continues to the Record Calculated Payment Page.

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\*--TIP Payment Software (Continued)

**E Enter New Contract Number Page (Continued)**

The following error messages may be displayed on the Enter New Contract Number Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
Contract Number is required	Ensure the contract number from the CRP-1R has been entered.
Contract Number can contain letters and number only. No spaces or special characters allowed.	Correct the contract number by removing the spaces and/or special characters, such as hyphens.  <b>Example:</b> 451D

**F Record Calculated Payment Page**

The Record Calculated Payment Page allows the user to record the calculated payment amount from the TIP Workbook associated with the selected producer and TIP contract. The payment amount entered must be:

- in whole dollars
- greater than \$0.

The following is an example of the Record Calculated Payment Page.

The screenshot displays the following information:

- Header:** USDA United States Department of Agriculture, Farm Service Agency, Transition Incentives Program (TIP)
- Navigation:** TIP Home, About FSA, Help, Contact Us, Exit TIP, Logout of eAuth
- User Menu:** TIP Menu, Welcome Bobbie Butler, Role: County User, Payments, Change State/County, Main Menu
- Record Calculated Payment Section:**
  - Year: 2012
  - Admin State: Mississippi
  - Admin County: Coahoma
  - Contract Number: 451D
  - Producer: Ima Farmer
- Input Field:** TIP Payment Amount (\$) :
- Buttons:** Submit, Cancel

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**\*--TIP Payment Software (Continued)**

**F Record Calculated Payment Page (Continued)**

The following options are available on the Record Calculated Payment Page.

<b>Option</b>	<b>Action</b>
Change State/County	Option on the left navigation menu allows the user to go back to the TIP Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the TIP Main Menu.
Submit	Displays the confirmation page to record the payment. Once confirmed, returns to the TIP Main Menu.
Cancel	Discontinues the process and returns to the TIP Man Menu <b>without</b> saving the payment amount.

The following error messages may be displayed on the Record Calculated Payment Page if the data recorded does not meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

<b>Error Message</b>	<b>Corrective Action</b>
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents. The TIP Workbook is designed to round to whole dollars using traditional rounding rules.
Payment amount is empty or not numeric for account TIP.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

**G Modify/Delete Calculated Payment Page**

The Modify/Delete Calculated Payment Page will allow the user to modify or delete the calculated payment amount that was previously recorded. When modifying payment amounts, the payment amount entered:

- shall be the full calculated payment for the applicable producer, contract, and year from the TIP Workbook

**Example:** \$1,000 was originally recorded for the producer and contract and the payment was disbursed to the producer. It is then determined the TIP contract acres used to calculate the payment were incorrect. After correcting the acres in the TIP Workbook, the revised payment amount is \$900.

\$900 is the modified payment amount.

- must be recorded in whole dollars
- must be greater than \$0.--\*

\*--TIP Payment Software (Continued)

G Modify/Delete Calculated Payment Page (Continued)

The following is an example of the Modify/Delete Calculated Payment Page.

The following options are available on the Modify/Delete Calculated Payment Page.

Option	Action	
Change State/County	Option on the left navigation menu allows the user to go back to the TIP Home Page.	
Main Menu	Option on the left navigation menu allows the user to go back to the TIP Main Menu.	
Modify	The Modify Calculated Payment Confirmation Page will be displayed to confirm the modified payment amount is correct. Once confirmed: <ul style="list-style-type: none"> <li>the payment triggers to reprocess to determine if the producer is over or underpaid</li> <li>TIP Main Menu will be redisplayed.</li> </ul>	
	<b>IF the producer is...</b>	<b>THEN...</b>
	underpaid	assuming all other eligibility requirements are met, the payment will be processed and sent to NPS for certification/signature the next business day.
overpaid	producer is listed on the Pending Overpayment Report. See 9-CM.	

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**\*--TIP Payment Software (Continued)**

**G Modify/Delete Calculated Payment Page (Continued)**

<b>Option</b>	<b>Action</b>
Delete	<p>Displays the Delete Calculated Payment Confirmation Page to confirm the payment should be deleted. Once confirmed, the payment triggers to reprocess to determine if the producer is overpaid.</p> <p>If overpaid, the overpayment amount is listed on the Pending Overpayment Report.</p>
Cancel	<p>Discontinues the process and returns to the TIP Main Menu <b>without</b> saving the changes made to the payment amount.</p>

The following error messages may be displayed on the Modify/Delete Calculated Payment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

<b>Error Message</b>	<b>Corrective Action</b>
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents. The TIP Workbook is designed to round to whole dollars using traditional rounding rules.
Payment Amount is empty or not numeric for account TIP.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

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