

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

CCC Conservation Automation
System Operations
2-CONSV

Amendment 10

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A
**Reasons for
Amendment**

This amendment:

- provides updated procedure about software modifications because of:
 - EQIP policy changes
 - Congressional action
- reflects general changes to software that affect many paragraphs. These changes include:
 - using PC's for EQIP processing
 - expanding fund codes
 - allowing multiple fund codes on a contract
 - explaining supplemental funds codes
 - removing the display function for reports
 - sorting progress reports by year.

B
Major Changes

Part 3, Section 4:

- has been expanded to provide procedure for:
 - updating CCC-1200 after contract approval
 - processing successor-in-interest
- addresses changes to the farm number, producers, and tracts.

Continued on the next page

Amendment Transmittal (Continued)

B

Major Changes (Continued)

Paragraph 92.5 has been added to provide instructions for using supplemental fund codes.

Paragraph 94.5 has been added to provide instructions for using multiple fund codes on a practice.

Part 3, Section 6:

- has been expanded to provide procedure for modifying CCC-1200 after contract approval
- is concerned with the planned contract performance, such as changes to the amount of the contract or the practices scheduled for implementation.

Paragraph 136 has been added to provide procedure for printing individual CCC-1200's when no other processing is being performed.

Paragraphs 144.5 through 144.7 have been added to provide instructions and examples of new CCC-1200 reports. These reports will help County Offices track any supplemental funding received. The new reports are:

- CCC-1200 Technical Practice Status Report
- CCC-1200 Detail Fund Code Report
- CCC-1200 Summary Fund Code Report.

Paragraph 191.5 has been added to provide procedure for processing practice extensions.

Paragraph 243 has been added to provide procedure for printing individual CCC-1245's when no other processing is being performed.

Paragraphs 253 through 255 have been added to provide instructions and examples of the following additional CCC-1245 reports:

- CCC-1245's Expiring Within 30 Calendar Days
- CCC-1245's With Expiration Date Exceeded
- Technical Practices Needing CCC-1245.

Part 10, Section 2 has been expanded to provide procedure for processing refunds.

Continued on the next page

Amendment Transmittal (Continued)

B

**Major Changes
(Continued)**

Part 11, Section 2 has been added to provide procedure for processing STC reports.

Paragraph 479 has been added to provide procedure for processing refunds from County Offices.

Exhibits 4 and 5 have been removed.

C

User Review

Users must thoroughly review the contents of this amendment to become familiar with the changes to automation procedures.

Page Control Chart		
TC	Text	Exhibit
1-12 13	1-3 through 1-8 2-9 through 2-16 2-33 through 2-38 3-1 through 3-6 3-6.5, 3-6.6 (add) 3-9 through 3-12 3-17, 3-18 3-41 through 3-50 3-73 through 3-190 3-193 through 3-312 3-321 through 3-334 3-339 through 3-356 3-357 (add) 4-1 through 4-22 4-23 4-24 (add) 4-25 through 4-30 (add) 4-31 (add) 5-1, 5-2	1, pages 1, 2 3, pages 1-4 4, pages, 1-4 (remove) page 5 (remove) 5, page 1 (remove)

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2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index

1 Overview (Continued)

**D
Supplemental
Instructions**

State Offices may supplement the instructions in this handbook.

**E
Forms**

State and County Offices shall use nationally prescribed forms; however, local forms may be designed by State and County Offices.

CEPD shall approve local forms.

**F
DAFP Waivers**

DAFP may waive any procedural operation provisions in this handbook to grant relief to a participant:

- upon justification and recommendation by STC
- unless prohibited by statute.

This provision is in addition to, and not a substitute for the:

- appeals provision in 1-APP
 - waiver provisions in 7-CP based on misaction or misinformation.
-

2 General Keyboard Guidelines

A

Directional Keys Use the following directional keys to move the cursor between data fields on a screen.

*--

System 36 Directional Key	PC Directional Key	Use
Right and left arrow	Same	To adjust the current cursor position.
Up and down arrow	Same	To move to a particular data field directly above or below the current cursor position.
Up and down arrow holding "Shift" down	"Page Up" and "Page Down"	To roll information up and down for viewing when there is too much information to be displayed on 1 screen.
"Field Exit" and advance "→ "	"Enter" on the number pad, "+" on the number pad, and "Tab"	To advance cursor to the next data field. Notes: If cursor is on data previously entered, the data the cursor is on and to the right of the cursor within the field will be erased from the field if the "Field Exit", "Enter" on number pad, or "+" on number pad is pressed. This will not occur with the advance key or the "Tab".

--*

B

"Enter" Key PRESS "Enter" at the bottom of each screen to validate data that has been entered and to continue. If all data passes validations, the next screen will be displayed.

Continued on the next page

2 General Keyboard Guidelines (Continued)

C

Command Keys The presence or absence of command keys on a screen varies by its function. However, the use of the following keys is consistent throughout the CCC conservation system software.

*--

System 36 Command Key	PC Command Key	Function	
Cmd3	F3	Previous menu will be displayed.	
Cmd4	F4	Previous screen will be displayed.	
Cmd7	F7	Current process will end.	
		IF the current process has...	THEN the original menu will display, and data entered will...
		been completed	be updated.
		not been completed	not be updated.
Cmd13	Shift F1	Additional information will be displayed.	
Cmd16	Shift F4	Allows data to be added .	
Cmd20	Shift F8	Allows data to be changed .	
Cmd24	Shift F12	Allows data to be deleted .	
Help	Shift F1 or right click on mouse	Guidance on how to proceed or an explanation will be displayed.	

--*

3 Accessing County Conservation CCC-1200/CCC-1245 Menu EEB000

A

Accessing Menu EEA000 The county CCC conservation system is accessed through Conservation Main Menu EEA000. Access Menu EEA000 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER: <ul style="list-style-type: none"> • "4", and PRESS "Enter" if processing for a combined County Office • "3", and PRESS "Enter" if processing for a single County Office. 	Menu: <ul style="list-style-type: none"> • FAX09002 will be displayed if "4" was entered; go to step 2 • FAX07001 will be displayed if "3" was entered; go to step 3.
2	Enter the option number that corresponds to the county to be processed, and PRESS "Enter".	Menu FAX07001 will be displayed.
3	ENTER "5", and PRESS "Enter".	Menu EEA000 will be displayed.

B

Example of Menu EEA000

This is an example of Menu EEA000. Option 7 provides access to the CCC conservation system.

*--

```

COMMAND                                EEA000                                E3
Conservation Main Menu
-----
          1. AD-245/AD-862 Menu
          2. CRP Offer (Bid) Processing Menu
          3. CRP Contract File Menu
          4. Ledger Menu
          5. Progress Reports Menu
          6. USLE/RUSLE Selection Menu
          7. CCC-1200/CCC-1245 Menu
          8. SIP Disbursement Menu

        21. Return To Application Selection Screen
        22. Return To Office Selection Screen
        23. Return To Primary Selection Menu
        24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--*

Continued on the next page

3 Accessing County Conservation CCC-1200/CCC-1245 Menu EEB000 (Continued)

**C
Accessing
Menu EEB000**

ENTER "7" on Menu EEA000 to access Conservation CCC-1200/CCC-1245 Menu EEB000.

**D
Example of
Menu EEB000**

This is an example of Menu EEB000.

*--

```
COMMAND                                EEB000                                E5
Conservation CCC-1200/CCC-1245 Menu
-----
      1. CCC County Eligibility Table Menu
      2. CCC-1200 Contract Menu
      3. CCC-1245 Menu
      4. CCC Ledger Menu
      5. CCC Progress Reports Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

--*

All EQIP processing will be performed from this menu, except transmissions.

4 Accessing Conservation State Main Menu EEG000

**A
Accessing
Menu EEf000**

The State CCC conservation system is accessed through Conservation State Main Menu EEf000. Access Menu EEf000 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER "3", and PRESS "Enter".	Menu FAF07001 will be displayed.
2	ENTER "5", and PRESS "Enter".	Menu EEf000 will be displayed.

**B
Example of
Menu EEf000**

This is an example of Menu EEf000. Option 1 provides access to the State CCC conservation system.

*--

```

COMMAND                                EEf000                                E3
Conservation State Main Menu
-----
1. State CCC Processing Menu
2. State AD-245/AD-862 Reports Menu
3. CRP Offer (Bid) Processing Menu
4. State Ledger Menu
5. Progress Reports Menu

21. Return To Application Selection Screen
22. Return To Office Selection Screen
23. Return To Primary Selection Menu
24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--*

Continued on the next page

13 Updating Technical Practices on CCC County Eligibility Table (Continued)

I Multiple C/S Levels for Same Practice

In some cases, a **single county** may have:

- multiple EQIP priority areas
- a significant Statewide natural resource concern as well as 1 or more priority areas.

Any EQIP practice may be eligible in either of these situations, having different C/S or incentive levels for each area.

Example: 313, Waste storage facility, is used in Barbour County in fund codes:

- --540025/1997, Tygart Valley Watershed, a priority area, with a 75 percent C/S level
- 549999/1997, Natural Resource Concerns, with a 65 percent C/S level.--*

This situation will impact automated CCC-1200 processing only when technical practices are **added** to CCC-1200 through either of the following options on Menu EEB200:

- 2, "Update CCC-1200"
- 3, "Approval Process".

County Offices must ensure that the appropriate C/S or incentive level is recorded in the CCC county eligibility table when adding technical practices to CCC-1200's. The C/S or incentive level on the CCC county eligibility table will need to be changed to the appropriate level for the fund code representing a priority area or natural resource concern on each CCC-1200.

Recommendation: To the extent possible, batch CCC-1200's by fund code for processing. When technical practices are added to CCC-1200's through Menu EEB200, option 2 or 3, process all contracts for a single fund code first. Change the C/S or incentive level for the practice to the level for the next fund code to be processed and process CCC-1200's for that fund code, and so on. This should help reduce the chance of having the incorrect level for a technical practice when it is added to CCC-1200's.

Continued on the next page

***--13 Updating Technical Practices on CCC County Eligibility Table (Continued)**

**I
Multiple C/S
Levels for Same
Practice
(Continued)**

Important: After a technical practice has been added to CCC-1200, changing the C/S or incentive level for the practice on the CCC county eligibility table **will not** impact the cost-share/incentive level for the technical practice previously added to CCC-1200's.

If an incorrect C/S or incentive level for a practice is recorded on CCC-1200:

- temporarily delete the technical practice from CCC-1200, using "Cmd24" through the appropriate CCC-1200 processing option
- correct the C/S or incentive level for the practice according to this paragraph
- add the technical practice back to CCC-1200, using "Cmd16" through the appropriate CCC-1200 processing option. The correct level will be reflected on CCC-1200.

Notes: CCC-1245 processing will not be impacted.

Software modifications will be made to address the situation of having multiple C/S or incentive levels for the same technical practice in the same county.--*

14 Updating Fund Codes on CCC County Eligibility Table

A
Eligible Fund Codes

All fund codes are associated to a specific program. Before fund code statuses are updated for a program, the program must have an eligibility status of "Y" on the CCC county eligibility table.

All eligible fund codes for eligible programs in the county must have an eligibility status of "Y" on the CCC county eligibility table before allocations can be recorded and CCC-1200's and CCC-1245's created.

B
Accessing Screen EEB11025

Access Update Fund Code Eligibility Screen EEB11025 as follows.

Step	Action	Result
1	ENTER "3" on Menu EEB100.	Screen EEB11010 will be displayed.
2	Enter the number of the program code to be processed, and PRESS "Enter".	Screen EEB11025 will be displayed.

Continued on the next page

14 Updating Fund Codes on CCC County Eligibility Table (Continued)

C
Example of
Screen
EEB11025

This is an example of Screen EEB11025.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB11025
Update Fund Code Eligibility Screen Version: AC89 06-28-2001 13:15 Term E5
-----
Fund Code      Description      Program      Fund Code
              Eligibility      Status
220054/2001    Kinder Watershed      EQIP      N
220055/2001    Upper Black Lake Bayou      EQIP      N
228001/1997    Contract Modification Retro Fund      EQIP      Y
228001/1998    Contract Modification Retro Fund      EQIP      N
228501/2001    LHHS No Year Funds      EQIP      N
229999/1997    Natural Resource Concerns      EQIP      Y
229999/1998    Natural Resource Concerns      EQIP      Y
229999/1999    Natural Resource Concerns      EQIP      Y
229999/2000    Natural Resource Concerns      EQIP      Y
229999/2001    Natural Resource Concerns      EQIP      Y

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page

```

--*

The only fund codes that will be displayed on Screen EEB11025 are those that are * * * applicable for the State code displayed at the top of the screen.

Continued on the next page

14 Updating Fund Codes on CCC County Eligibility Table (Continued)

D

**Updating
Statuses on
Screen
EEB11025**

Update fund code eligibility statuses as follows.

IF the fund code for the county is...	THEN ENTER....
eligible	<p>"Y" for each fund code to be made eligible, and PRESS "Enter". Screen EEB11030 will be displayed with the message, "Fund Code eligibility statuses have been updated".</p> <ul style="list-style-type: none"> • PRESS "Cmd4" to return to the "Fund Code Eligibility Status" column to make a change. • PRESS "Cmd7" to return to Menu EEB100.
not eligible	<p>"N" for each fund code to be made ineligible, and PRESS "Enter". Screen EEB11030 will be displayed with the message, "Fund Code eligibility statuses have been updated".</p> <ul style="list-style-type: none"> • PRESS "Cmd4" to return to the "Fund Code Eligibility Status" column to make a change. • PRESS "Cmd7" to return to Menu EEB100.

15 Requesting Out-of-State EQIP Fund Codes

A

Background

There may be instances when EQIP fund codes from States need to be made available to another State. Such instances include, but are not limited to, the following:

- an EQIP priority area is extended from 1 State to include a portion of another State
 - a participant’s administrative County Office is located in a State other than the State where land approved under an EQIP contract is physically located. Funds need to be transferred to the administrative office to process the contract approval in the administrative office’s system.
-

B

**County Office
Action**

County Offices shall notify the State Office as soon as possible when out-of-State fund codes need to be made available to the county.

Continued on the next page

15 Requesting Out-of-State EQIP Fund Codes (Continued)

C

**State Office
Action**

State Offices shall:

- prepare a memorandum requesting out-of-State fund codes that includes at least the following information:
 - the out-of-State fund codes and fund code descriptions requested
 - a brief explanation why the out-of-State fund codes are needed
- FAX the memorandum to the National EQIP Program Manager, NRCS, at 202-720-1838 or 202-720-4265

Note: The memorandum shall be sent with the State Allocation/Redistribution Request form.

- *--contact CEPD/PEAB, at 202-690-1612 to access the requested fund code.
-

D

**Fund Code
Activation**

CEPD will provide access to the fund code through a password system.

After the fund code has been activated on the State Office system, CEPD and the State Office will contact the County Office and provide access to the fund code. County Offices shall make the fund code eligible on the county eligibility table as usual.

Note: Only the County Office where the fund code is needed will receive access to the fund code.--*

* * *

*--16 Establishing Components

A

Purpose of Components

Components are used on CCC-1245 to divide a practice into its parts. Components identify how C/S's or incentives approved and paid are broken down among the parts of a practice. They are especially important if some parts of a practice are not eligible for cost-sharing.

Since technical practices are used on CCC-1245's instead of FSA-coded practices, such as SL1 or WC4, components may not be needed for some technical practices. Reasons for **not** using components for a particular practice may include, but are not limited to the following:

- the technical practice itself is part of a larger practice, and cannot be further broken down into parts

Example: 516, Pipeline, may be part of a pond or spring development.

- the technical practice is a land management practice, and receives an incentive payment
 - percent of cost method of payment is used, and all costs of installing a practice are eligible for cost-sharing.
-

B

Responsibility for Establishing Components

Components may be established by either of the following methods:

- State Offices establish State-wide, standardized components
- County Offices establish their own components.

State Offices shall determine which method of establishing components will be used in the State.

The office or offices responsible for establishing components shall:

- determine for each eligible technical practice whether it needs to use components or not
- establish and maintain a list of components for use with those eligible technical practices that use components.

If the method of State Offices developing State-wide, standardized components is used, State Offices shall include the list of standardized components in this handbook.--*

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002

**A
Reports
EEB115-R001
and
EEB155-R002**

The County Eligibility List consists of the following reports:

- County Eligibility List Report EEB115-R001
- County Eligibility List Technical Practice/Component Associations Report EEB115-R002.

Report:

- EEB115-R001 contains:
 - all of the eligibility statuses set to "Y" in CCC county eligibility table
 - NRCS offices and components that have been added to CCC county eligibility table
- EEB115-R002 contains a list of eligible technical practices that have components associated to them.

IF components are...	THEN...
associated to technical practices	Report EEB115-R002 will automatically be printed or displayed with Report EEB115-R001 according to this paragraph.
not associated to any technical practices	Report EEB115-R002 will not be generated.

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002 (Continued)

B

Printing * * * Print * * * Reports EEB115-R001 and EEB115-R002 as follows.

Reports

EEB115-R001

and

EEB115-R002

Important: Print Reports EEB115-R001 and EEB115-R002 each time the CCC county eligibility table is updated. Maintain a copy of these lists in a folder and provide a copy to NRCS.

Step	Action	Result
1	On Menu EEB100, ENTER "7", and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	*--Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • the printer ID • the number of copies to be printed. 	Screen EEB50590 will be displayed while the list is being processed.
3	PRESS "Enter". <p>Note: Report EEB115-R002 will be printed only if 1 or more components have been associated to 1 or more technical practices.</p>	The reports will be printed and Menu EEB100 will be displayed.--*

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002 (Continued)

C

Example of Report This is an example of Report EEB115-R001.

Report
EEB115-R001

*--

LOUISIANA	U.S. Department of Agriculture	Prepared: 06-28-2001			
NATCHOTICHES	Farm Service Agency	As of: 06-28-2001			
Report ID: EEB115-R001		Page: 1			
COUNTY ELIGIBILITY LIST					

Program Code	Program Description				
EQIP	Environmental Quality Incentives Program				

Local NRCS Offices					
NATCHOTICHES					
POINT COUPEE					

Program	Fund Code	Fund Description			
EQIP	220004/1997	Bayou Pierre			
EQIP	220004/1998	Bayou Pierre			
EQIP	220008/1999	Bayou de Loutre			
EQIP	228001/1997	Contract Modification Retro Fund			
EQIP	228501/2001	LHHS No Year Funds			
EQIP	229999/1997	Natural Resource Concerns			
EQIP	229999/2001	Natural Resource Concerns			

Program	Tech Prac Code	Technical Practice Description	Extent	C/S Level	Lifespan
EQIP	314	Brush management (Ac)	Ac	100	10
EQIP	327	Conservation cover (Ac)	Ac	100	10
EQIP	410	Grade stabilization structure (No)	No	100	15
EQIP	528A	Prescribed grazing (Ac)	Ac	100	5
EQIP	590	Nutrient management (Ac)	Ac	100	1

Comp Code	Component Description	Unit	Average Unit Cost		
WDE	NUTRIENTS	LB	5.000		

--*

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002 (Continued)

D

Description of Report EEB115-R001

The following table describes the data on Report EEB115-R001. This list reflects various settings on the CCC county eligibility table.

Section	Description
Program	All programs with a "Y" status are listed.
Local NRCS Offices	All local NRCS offices that have been added to the CCC county eligibility table are listed.
Fund Codes	All fund codes with a "Y" status are listed by program.
Technical Practices	All technical practices with a "Y" status are listed by program, including the C/S level entered by the County Office and the lifespan.
Components	All components that have been added to the CCC county eligibility table are listed, including the component code, description, unit, and average unit cost, if present.

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002 (Continued)

E

Example of Report

This is an example of Report EEB115-R002.

EEB115-R002

Reminder: This report will be printed * * * only if 1 or more components have been associated to 1 or more technical practices.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 08-15-1997	
BARBOUR		Farm Service Agency		As of: 08-15-1997	
Report ID: EEB115-R002				Page: 1	
COUNTY ELIGIBILITY LIST TECHNICAL PRACTICE/COMPONENT ASSOCIATIONS					
Program	Tech Prac Code	Comp Code	Technical Practice/Component Description	Unit	Average Unit Cost
EQIP	378		Pond (No)		
		BML	EARTH MOVED FOR BURYING PIPELINES	CUYD	10.00
		BP1	3" PIPE	FEET	.75
		CA3	SHAPING (CUBIC YDS EARTH MOVED)	YDS	.995
EQIP	512	F20	FESCUE 20 LBS PER ACRE	POUND	.95
			Pasture and hayland management (Ac)		
		BH2	COMMON BERMUDA (HULLED) 4 LBS PER ACRE	POUND	2.25
		BH5	COMMON BERMUDA (HULLED) 5 LBS PER ACRE	POUND	2.25
EQIP	589 B	F20	FESCUE 20 LBS PER ACRE	POUND	.95
			Cross wind stripcropping (Ac)		
EQIP	612	WF3	WHEAT-RYE-OATS 60 LBS/ACRE	ACRES	100.00
			Tree Planting (Ac)		
		CA1	SHAPING AND SITE PREPARATION	ACRES	500.00
		HWM	HARDWOOD SEEDLINGS/PLANTING	EACH	1.00

Continued on the next page

20 Printing * * * County Eligibility List Reports EEB115-R001 and EEB115-R002 (Continued)

**F
Description of
Report
EEB115-R002**

Report EEB115-R002 reflects all technical practices and their associated components.

Note: Technical practices that do not have any associated components will not be reflected on this report.

The program, technical practice code, and technical practice description are listed in ascending numeric order of technical practice code.

Beneath each technical practice code, all components associated to the technical practice are listed in alpha-numeric order and include the following:

- component code
- component description
- unit
- average unit cost, if present.

Note: All components and technical practices on Report EEB115-R002 also appear on Report EEB115-R001.

21-24 (Reserved)

Part 3 CCC-1200 Contract Processing

25 Accessing Conservation CCC-1200 Contract Menu EEB200

A
Accessing
Menu EEB200

ENTER "2" on Menu EEB000 to access Menu EEB200.

B
Example of
Menu EEB200

This is an example of Menu EEB200. All CCC-1200 processing is performed from this menu.

*--

```

COMMAND                                EEB200                                E4
Conservation CCC-1200 Contract Menu
-----
 1. Create CCC-1200                    10. CCC-1200 Reports/Forms Menu
 2. Update CCC-1200                    11. Print/Update CCC-1200 Letters
 3. Approval Process
 4. Disapproval Process
 5. Deferral Process
 6. Cancellation Process
 7. Reinstatement Process
 8. Deletion Process
 9. Print CCC-1200                    20. Return To Application Primary Menu
                                         21. Return To Application Selection Screen
                                         22. Return To Office Selection Screen
                                         23. Return To Primary Selection Menu
                                         24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

--*

Section 1 Creating CCC-1200

26 Using Create CCC-1200 Option

A

Guidelines

Use the following guidelines when processing Menu EEB200, option 1, "Create CCC-1200".

- An allocation **does not** need to be recorded on the ledger to use this option.
- *--Up to 5 fund codes may be associated to CCC-1200.

Notes: Only 1 primary fund code can be associated to CCC-1200. The primary fund code is the fund code which identifies the priority area, such as 229999/2001, Natural Resource Concerns.

Up to 4 supplemental fund codes may be associated to CCC-1200. Supplemental fund codes are fund codes which identify the funding source, such as 228501/2001, LHHS No Year Funds.--*

- Only 1 farm can be associated to CCC-1200.
- If the farm has multiple tracts associated to it, up to 300 tracts may be associated to CCC-1200.
- If the farm has multiple producers associated to it, up to 150 producers may be associated to CCC-1200.
- One producer must be designated as the primary producer on CCC-1200. If there:
 - are multiple producers associated to CCC-1200, the primary producer will be the primary contact for matters regarding CCC-1200
 - is only 1 producer associated to CCC-1200, that producer must still be designated as the primary producer.

* * *

Continued on the next page

26 Using Create CCC-1200 Option (Continued)

**B
Assigning
Contract
Numbers**

The system will automatically assign the contract number during the processing of Menu EEB200, option 1, "Create CCC-1200".

Contract numbers consist of a 4-digit year followed by a 4-digit sequential number, where the 4-digit year is the current FY.

Examples: 1997 0001
1998 0105
2000 0349.

Each eligible program in the CCC county eligibility table will have its own series of 4-digit sequential numbers, beginning with 0001. Within each program's series of sequential numbers, no number will be reused by the system.

Example: The current FY is 1999. Contract numbers 1997 0001 through 1999 0222 have been assigned. Contract number 1998 0138 is canceled and deleted. 1998 0138 will not be reassigned to another contract that is created. The next contract created will be 1999 0223.

27 CCC-1200 Initial Data Screen EEB21000

A
Accessing Screen
EEB21000

ENTER "1" on Menu EEB200 to access Screen EEB21000.

B
Example of
Screen
EEB21000

This is an example of Screen EEB21000.

Note: If there is only one NRCS office on the CCC county eligibility table, the name of the NRCS office will be defaulted in the "NRCS Office" field, instead of a blank field being displayed.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB21000
CCC-1200 Initial Data Screen      Version: AC89  06-29-2001 08:41 Term E4
-----
Program Code #:  1
Eligible Program Codes:
  1. EQIP

Fund Code:  _____ (Leave blank to list all eligible Fund Codes)
Does This Contract Have Supplemental Fund Codes (Y or N)?  N

NRCS Office:  _____ (Leave blank to list all NRCS offices)

Enter=Continue  Cmd7=End

```

--*

Continued on the next page

27 CCC-1200 Initial Data Screen EEB21000 (Continued)

C

**Completing
Screen
EEB21000**

Complete Screen EEB21000 as follows.

*--

Step	Action	Result	
1	Enter "Y" or "N" to the question, "Does this contract have supplemental fund codes?", and PRESS "Enter".	Screen EZZ82000 will be displayed listing the eligible fund codes for the program selected. Note: Only eligible fund codes on CCC county eligibility table will be displayed.	
2	Enter the number of the fund code to be selected, and PRESS "Enter".	IF the number of eligible NRCS offices on the CCC county eligibility table is...	THEN Screen...
		1, and the contract has only 1 fund code	EEB21020 will be displayed. Go to paragraph 28.
		1, and the contract has multiple fund codes	EEB21017 will be displayed. Go to step 4.
		between 2 and 10.	EZZ82500 will be displayed.
3	Enter the number of the NRCS office to be selected, and PRESS "Enter".	IF the number of fund codes on the contract is...	THEN Screen...
		1	EEB21020 will be displayed. Go to paragraph 28.
		2 or more	EEB21017 will be displayed.
4	Enter "Y" beside the supplemental fund code to be selected, and PRESS "Enter".	Screen EEB21020 will be displayed.	

--*

Continued on the next page

27 CCC-1200 Initial Data Screen EEB21000 (Continued)

*--D

Example of
Screen
EEB21017

This is an example of CCC-1200 Supplemental Fund Code Screen EEB21017.

Only eligible supplemental fund codes will be displayed for selection.

```

Conservation          069-NATCHOTICHES          Selection      EEB21017
CCC-1200 Supplemental Fund Code Screen Version: AC89 06-29-2001 08:41 Term E4
-----
                                Program: EQIP          Fund Code: 220004/2001

                                Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to Contract

      Fund Code      Description
Y  228501/2001      LHHS No Year Funds

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

28 Selecting Farm Number and Tract Numbers

A
Example of
Screen
EEB21020

This is an example of CCC-1200 Initial Data Screen EEB21020. The farm number to be associated to CCC-1200 will be entered on this screen or selected through routines following this screen.

After the farm number is selected, the tract numbers to be associated to CCC-1200 will be selected.

***--Note:** The primary fund code associated to the contract is displayed for the first time in this option on Screen EEB21020. The fund code will be displayed on all subsequent screens in this option. If any supplemental fund codes are associated to the contract, the primary fund code will display followed by “*”.

```

Conservation          069-NATCHOTICHES      Selection      EEB21020
CCC-1200 Initial Data Screen Version: AC90 08-06-2001 13:54 Term E5
-----
                                Program: EQIP          Fund Code: 220004/2001*

Enter:  Farm Number          _____
        OR  Last 4 Positions
        of Producer ID:      _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

28 Selecting Farm Number and Tract Numbers (Continued)

E

Leaving Both Fields Blank on Screen EEB21020 Select the farm number and tract numbers by leaving both fields blank on Screen EEB21020 as follows.

Step	Action
1	Leave both fields blank, and PRESS "Enter". Screen MACR01-02 will be displayed.
2	Enter the producer's last name, and PRESS "Enter". Screen MACR01-10 will be displayed.
3	Enter the number of the producer to be selected, and PRESS "Enter". If the producer has: <ul style="list-style-type: none"> • 1 farm with 1 tract, Screen EEB21500 will be displayed; go to paragraph 29 • 1 farm with multiple tracts, Screen EEB21025 will be displayed; go to step 5 • multiple farms, Screen EEB81000 will be displayed; go to step 4.
4	Enter the number of the farm to be selected, and PRESS "Enter". If the farm selected has: <ul style="list-style-type: none"> • only 1 tract, Screen EEB21500 will be displayed; go to paragraph 29 • multiple tracts, Screen EEB21025 will be displayed; go to step 5.
5	ENTER "Y" next to all tract numbers to be associated to CCC-1200, and PRESS "Enter". Screen EEB21500 will be displayed; go to paragraph 30.

29 CCC-1200 Participant Data Screen EEB21500 With One Producer

A
Example of
Screen
EEB21500

If there is only 1 producer associated to the farm selected, Screen EEB21500 will be displayed as follows, with the producer automatically selected and defaulted as the primary producer.

Note: After the farm number and tract numbers were selected, the system assigned the contract number, which is displayed for the first time in this option on Screen EEB21500. The contract number will be displayed on all subsequent screens in this option.

*--

```

Conservation          069-NATCHOTICHES          Selection          EEB21500
CCC-1200 Participant Data Screen  Version: AC90  08-06-2001 14:29 Term E5
-----
Contract Number: 2001 0012          Program:  EQIP          Fund Code: 220010/2001*
Farm NO:          2943          Tract NO: 10063

#  Producer ID      Name          Prod
1  *437 23 4387 S  TONY EDWARDS  Type
                                OP

* Indicates Primary Producer For Contract

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.

```

--*

Continued on the next page

29 CCC-1200 Participant Data Screen EEB21500 With One Producer (Continued)

B

**Actions on
Screen
EEB21500**

Ensure that the correct program, fund code, and farm number have been selected, and PRESS "Enter". Screen EEB26000 will be displayed.

--If any information needs to be corrected, PRESS "Cmd4" or "F4" until the-- screen is displayed that contains the information to be corrected.

Notes: Any information entered thus far can be corrected.

If the farm number is corrected, the tract number and producer previously associated to CCC-1200 must be deleted from the contract. Delete the previous tract number and producer by answering "Y" to the question, "Do you wish to proceed and ignore warnings (Y or N)?" on CCC-1200 Initial Data Screen EEB21021. This screen warns that the tract number and producer will be deleted if processing continues with the new farm number.

30 CCC-1200 Participant Data Screen EEB21500 With Multiple Producers

A
Example of
Screen
EEB21500

If there are multiple producers associated to the farm selected, Screen EEB21500 will be displayed as follows.

Note: After the farm number and tract numbers were selected, the system assigned the contract number, which is displayed for the first time in this option on Screen EEB21500. The contract number will be displayed on all subsequent screens in this option.

*--

```

Conservation          069-NATCHOTICHES          Selection      EEB21500
CCC-1200 Participant Data Screen  Version: AC90 08-06-2001 14:01 Term E5
-----
Contract Number: 2001 0012      Program:  EQIP      Fund Code: 220004/2001*
Farm NO:          2690          Tract NO: 799

#  Producer ID      Name      Prod
                        Type

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                  Cmd24=Delete
IM: No producers currently associated to this CCC-1200.

```

--*

Continued on the next page

31 CCC-1200 Dates Screen EEB26000

A
Example of
Screen
EEB26000

This is an example of Screen EEB26000.

*--

Conservation CCC-1200 Dates Screen	069-NATCHOTICHES Version: AC90	Selection 08-06-2001 14:45	EEB26000 Term E5

Contract Number: 2001 0012	Program: EQIP	Fund Code: 220010/2001*	
Farm NO: 2943	Tract NO: 10063		
Producer ID: 437 23 4387 S	Name: TONY EDWARDS		
-Dates- Application Submitted: _____			
Selected for Plan Development:			
Contract Approved:			
Contract Ending Date:			
Note: Enter dates in MMDDCCYY format.			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

--*

B
Entering Dates
on Screen
EEB26000

Enter the date:

- that the primary producer signed CCC-1200
- in MMDDCCYY format.

Example: June 16, 1997, would be entered as "06161997".

The date entered cannot be:

- less than October 1 of the current FY
- greater than the current date.

After the date has been entered, PRESS "Enter". The data entered through this option will be updated to the contract file, and Screen EEB27000 will be displayed.

32 CCC-1200 Process Status Screen EEB27000

A
Example of
Screen
EEB27000

This is an example of Screen EEB27000.

*--

```

Conservation          069-NATCHOTICHES          Entry          EEB27000
CCC-1200 Process Status Screen          Version: AC89 06-28-2001 15:37 Term  E5
-----
Contract Number:2001 0006          Program:  EQIP          Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:  436 54 5081 S  Name:  JERRY CROOKS
To print a form or letter, place an "X" next to the one(s) to be printed
before entering an option or command key.

__ Print CCC-1200          __ Print Referred for Ranking Letter

          1. Create CCC-1200          6. Cancellation Process
          2. Update CCC-1200          7. Reinstatement Process
          3. Approval Process          8. Deletion Process
          4. Disapproval Process       9. Print CCC-1200
          5. Deferral Process

Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Initial contract information has been recorded.

```

--*

Continued on the next page

Section 2 Updating and Modifying Initial CCC-1200's and CCC-1200's Selected for Plan Development

41 Using Update Option

**A
Correcting
Data Entered
Through
Create Option**

Data that was entered through option 1, "Create CCC-1200", can only be corrected or modified through option 2, "Update CCC-1200", on Menu EEB200.

When option 2 on Menu EEB200 is selected:

- the same screens that were accessed through option 1 on Menu EEB200 will be displayed

Note: A new screen will also be displayed as indicated in subparagraph B.

- all data entered through option 1 on Menu EEB200 may be changed, except the program code.
-

**B
CCC-1200's
Selected for Plan
Development
Under EQIP**

CCC-1200's selected for plan development under EQIP are those within each respective priority area or natural resource concern that have ranked high enough to:

- have a conservation plan developed or finalized, as appropriate
- be approved by COC after the conservation plan is complete.

COC shall select only those CCC-1200's for plan development for which there are sufficient funds on the ledger to approve CCC-1200.

--If there are insufficient funds, COC may defer selecting eligible CCC-1200's for plan development until the next signup. Record deferrals in the system according to paragraph 132.--

* * *

Continued on the next page

41 Using Update Option (Continued)

**B
CCC-1200's
Selected for Plan
Development
Under EQIP
(Continued)**

The following data must be entered in the system through option 2 on Menu EEB200 for each CCC-1200 selected for plan development:

- estimated total program payment for EQIP

Note: This is the total of all C/S and incentive payments NRCS estimates will be made on CCC-1200, if approved, and is determined during the process of developing ranking data for CCC-1200.

- selected for plan development date.

Note: A screen that was not provided through option 1 will be displayed in option 2 according to this section, on which the estimated total program payment will be entered.

**C
Allocation**

An allocation **does not** need to be recorded on the ledger before processing this option according to this section.

42 Screens to Update Fund Code, NRCS Office, Farm and Tract Numbers, and Producers

A

Updating

Complete the following to update data previously entered through the option to create CCC-1200.

CCC-1200 Data

Step	Action	Result
1	ENTER "2" on Menu EEB200, and PRESS "Enter".	Screen EEB20500 will be displayed.
2	Enter the contract number to be accessed, and PRESS "Enter".	Screen EEB21010 will be displayed.
3	<p>If modifications:</p> <ul style="list-style-type: none"> • do not need to be made, PRESS "Enter" to bypass this screen •*--need to be made to the fund code, supplemental fund code, --* or NRCS office, see paragraph 27 for instructions. PRESS "Enter" after modifications have been made. <p>Notes: The program code cannot be changed.</p> <p>The NRCS office cannot be changed through this option if there is only one NRCS office on the CCC county eligibility table.</p>	Screen EEB21020 will be displayed.

Continued on the next page

**42 Screens to Update Fund Code, NRCS Office, Farm and Tract Numbers, and Producers
(Continued)**

**A
Updating
CCC-1200 Data
(Continued)**

Step	Action	Result
4	<p>If the farm number:</p> <ul style="list-style-type: none"> • does not need to be changed, PRESS "Enter" to bypass this screen • needs to be changed, see paragraph 28 for selecting a new farm number. <p>Important: If the farm number is changed, all tracts and producers associated to CCC-1200 will be deleted, and new tracts and producers will need to be selected.</p> <p>PRESS "Enter" after new farm and tracts have been selected.</p>	Screen EEB21500 will be displayed.
5	<p>If producers:</p> <ul style="list-style-type: none"> • do not need to be changed, PRESS "Enter" to bypass this screen • need to be changed, added, or deleted, see paragraph 30. PRESS "Enter" when producer data is complete. 	Screen EEB23000 will be displayed.

43 CCC-1200 Basic Data Screen EEB23000

A
Example of
Screen
EEB23000

This is an example of Screen EEB23000.

*--

Conservation	069-NATCHOTICHES	Selection	EEB23000
CCC-1200 Basic Data Screen		Version: AC90	08-09-2001 15:03 Term E4

Contract Number: 2001 0013	Program: EQIP	Fund Code: 220004/2001	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Estimated Total Program Payment: _____			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

--*

Continued on the next page

43 CCC-1200 Basic Data Screen EEB23000 (Continued)

**B
Entering
Estimated Total
Program
Payment**

If CCC-1200 has:

- **not** been selected for plan development, leave the "Estimated Total Program Payment" field blank, and PRESS "Enter"; Screen EEB26000 will be displayed
- been selected for plan development, enter the "Estimated Total Program Payment" from CCC-1201, Section VII, and PRESS "Enter"; Screen EEB26000 will be displayed.

Notes: Either CCC-1201 or similar documentation is to be provided by NRCS to FSA containing application evaluation information.

The estimated total program payment is the sum of the estimated cost of all technical practices to be implemented if the application is approved.

Entry in this field is required if the "Selected for Plan Development" date is to be entered on Screen EEB26000.

* * *

44 CCC-1200 Dates Screen EEB26000

A
Example of
Screen
EEB26000

This is an example of Screen EEB26000.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB26000
CCC-1200 Dates Screen      Version: AC90  08-09-2001 15:19 Term E4
-----
Contract Number: 2001 0013      Program:  EQIP      Fund Code: 220004/2001
Farm NO:      2690      Tract NO: 799
Producer ID:   436 54 5081 S      Name:      JERRY CROOKS

-Dates- Application Submitted:      05012001
      Selected for Plan Development:      _____

      Contract Approved:
      Contract Ending Date:

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

44 CCC-1200 Dates Screen EEB26000 (Continued)

B
Completing Complete Screen EEB26000 as follows.
Screen
EEB26000

Step	Action
1	Modify the application submitted date previously entered through option 1, "Create CCC-1200", if needed. See paragraph 31 for instructions.
2	<p>If CCC-1200 has:</p> <ul style="list-style-type: none"> • not been selected for plan development, leave the "Selected for Plan Development" field blank • been selected for plan development, enter the date COC selected CCC-1200. <p>Notes: Entry in this field is required if the "Estimated Total Program Payment" was entered on Screen EEB23000.</p> <p>The date entered cannot be:</p> <ul style="list-style-type: none"> • less than the "Application Submitted" date • greater than the current date.
3	<p>PRESS "Enter" after entries have been made or modified as appropriate.</p> <p>The data modified or entered through this option will be updated to the contract file, and Screen EEB27000 will be displayed.</p>

45 CCC-1200 Process Status Screen EEB27000

A
Example of
Screen
EEB27000

This is an example of Screen EEB27000.

*--

```

Conservation          069-NATCHOTICHES          Entry          EEB27000
CCC-1200 Process Status Screen          Version: AC89 06-29-2001 11:28 Term E4
-----
Contract Number: 2001 0008          Program: EQIP          Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:      436 54 5081 S Name:      JERRY CROOKS
To print a form or letter, place an "X" next to the one(s) to be printed
before entering an option or command key.

  __Print CCC-1200

                                __Print Selected for Plan Development Letter

1. Create CCC-1200                6. Cancellation Process
2. Update CCC-1200                7. Reinstatement Process
3. Approval Process                8. Deletion Process
4. Disapproval Process            9. Print CCC-1200
5. Deferral Process

Enter option and press "Enter".
Enter=Continue Cmd7=End
IM: Contract information has been updated.

```

--*

B
Letters Displayed

If the "Selected for Plan Development" date was:

- entered or modified on Screen EEB26000, the "Print Selected for Plan Development Letter" will be the only letter field displayed
- not entered on Screen EEB26000, the "Print Referred for Ranking Letter" will be the only letter field displayed.

Continued on the next page

45 CCC-1200 Process Status Screen EEB27000 (Continued)

C

Completing Screen EEB27000 Complete Screen EEB27000 as follows.

Step	Action	
1	IF...	THEN...
	only CCC-1200 is to be printed	ENTER "X" in the "Print CCC-1200" field.
	both CCC-1200 and letter are to be printed	ENTER "X" in the following fields: <ul style="list-style-type: none"> • "Print CCC-1200" • "Print Referred for Ranking Letter" or "Print Selected for Plan Development Letter".
	only the letter is to be printed	ENTER "X" in the "Print Referred for Ranking Letter" or "Print Selected for Plan Development Letter" field.
	neither CCC-1200 nor the letter are to be printed	do not enter "X" in either field.
2	IF additional CCC-1200 processing is...	THEN...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	PRESS "Cmd7" to return to Menu EEB200.

Continued on the next page

52 Screens to Update Previously Entered Data

A

**Updating
CCC-1200 Data**

Use the following table to update CCC-1200 data previously entered.

Step	Action		Result
1	ENTER "2" on Menu EEB200, and PRESS "Enter".		Screen EEB20500 will be displayed.
2	Enter the contract number to be accessed, and PRESS "Enter".		Screen EEB21000 will be displayed.
3	IF modifications...	THEN...	Screen EEB24005 will be displayed.
	<p>do not need to be made to the:</p> <ul style="list-style-type: none"> • fund code • *--supplemental fund code--* • NRCS office • farm number • tract numbers • producers • estimated total program payment 	<p>PRESS "Enter" to bypass all screens through Screen EEB21500.</p>	
<p>need to be made to 1 or more of the following:</p> <ul style="list-style-type: none"> • fund code • *--supplemental fund code--* • NRCS office • farm number • tract numbers • producers • estimated total program payment 	<ul style="list-style-type: none"> • PRESS "Enter" to bypass any screens on which changes are not needed • see paragraph: <ul style="list-style-type: none"> • 27 to change the fund code, *--supplemental fund code, or--* NRCS office • 28 to select a new farm number and new tract numbers • 30 to change producers • 43 to change the estimated total program payment • after all changes have been made, PRESS "Enter". 		

53 CCC-1200 Technical Practice Screen EEB24005

A
Example of
Screen EEB4005

This is an example of Screen EEB24005.

Note: Screen EEB24005 will be displayed blank until at least 1 technical practice has been added.

*--

```

Conservation          037-EAST FELICIANO          Selection          EEB24005
CCC-1200 Technical Practice Screen  Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 2001 0017          Program:  EQIP          Fund Code: 220031/2001*
Farm NO:          886              Tract NO: 7465
Producer ID:     434 21 4016 S     Name:      JOE BUTLER

Overall Contract Value:          1,100  Total Amt to be Distributed:          1,100

  Technical Extent  Total C/S-Inc Offer Year  CCC-1245  Extent  C/S-Inc
#   Code   Approved C/S-Inc  Level  Level Sched  CTL NO.  Perform  Earned

Totals:
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
IM: No technical codes currently associated to this CCC-1200.

```

--*

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

**B
Completing
Screen
EEB24005**

The following command keys are used to process technical practices on Screen EEB24005:

- *--"Cmd16" or "Shift F4" to add a technical practice, according to subparagraph E
- "Cmd20" or "Shift F8" to change data for a technical practice previously added, according to subparagraph F
- "Cmd24" or "Shift F12" to delete a technical practice previously added, according to subparagraph G.--*

After all technical practices are correctly displayed, PRESS "Enter". Screen EEB26000 will be displayed.

Note: If technical practices are **not** to be added to CCC-1200 at this time, PRESS "Enter" to bypass Screen EEB24005. Screen EEB26000 will be displayed.

**C
Erroneously
Entered
Technical
Practices**

If a technical practice is entered erroneously, the technical practice code itself *--cannot be changed using "Cmd20" or "Shift F8" on Screen EEB24005. The erroneously entered technical practice must be deleted using "Cmd24" or "Shift F12"; then the correct technical practice must be added using "Cmd16" or "Shift F4". All data relating to the technical practice must also be re-entered.--*

Example: Both of the following technical practices are eligible for EQIP in a county:

- 312, Waste management system (No)
- 313, Waste storage facility (No).

Technical practice 312 is to be added to a contract, but 313 was erroneously added, with the data for 312. Technical practice 313 is not approved for use on the contract.

--Technical practice 313 must be deleted using "Cmd24" or "Shift F12". Technical practice 312 must be added using "Cmd16" or Shift F4",-- and all of the data for the practice re-entered.

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

D

***--Other Screens
Used in
Completing
Screen
EEB24005**

When completing Screen EEB24005 several screens may be used.

The following is an example of Screen EEB24016, the screen used to enter the information for each practice. Screen EEB24015 is the version of this screen displayed for contracts with only 1 fund code. Follow the instructions in subparagraph E to complete this screen.

```

Conservation          069-NATCHOTICHES          Selection          EEB24016
CCC-1200 Technical Practice Screen  Version: AC89  07-10-2001 13:33 Term E4
-----
Contract Number: 2001 0007          Program:  EQIP          Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:     436 54 5081 S   Name:      JERRY CROOKS

Technical Practice - Code:  327
                        Desc:  Conservation cover (Ac)
                        Unit:  AC

Practice Extent:
Cost-Share/Incentive Level:          100
Offered Level:                        ___

Fund Code(s):
Amount to be Distributed:  _____
Total Cost-Share/Incentive:  _____
Year Scheduled:              _____
Livestock Indicator:         _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

--*

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

D

***--Other Screens
Used in
Completing
Screen
EEB24005
(Continued)**

The following is an example of Screen EEB24050, the screen used to select the fund code for the practice when the contract has multiple fund codes. The screen is not used unless a contract includes multiple fund codes.

Enter the number of the fund code being selected, and PRESS "Enter". For C/S practices, select the supplemental fund code applicable for that practice. For non-C/S practices, select the priority area fund code.

Fund Code Selection/Summary				EEB24050	
#	Fund Code	Total C/S Approved	Total C/S-Inc	Amount To Be Distributed	
1	229999/2001	0	0	0	
2	228501/2001	0	0	0	

Enter # and Press "Enter". 2

Enter=Continue Cmd4=Previous Screen

--*

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

D

***--Other Screens
Used in
Completing
Screen
EEB24005
(Continued)**

The following is an example of the Livestock Indicator help screen which displays the allowed livestock indicators along with the definitions.

When selecting a livestock indicator, it is important to use the primary animal use of the **farm**. For example, the farm is a dairy farm. The practice being implemented is to water horses. The livestock indicator in this instance would be "D" for dairy.

```

Page 1 of 1                HELP TEXT FOR SCREEN EEB24015                H2401500

                                Livestock Indicator Codes:

                                N = Non-Livestock
                                A = Sheep
                                B = Beef
                                D = Dairy
                                H = Horse
                                P = Poultry
                                S = Swine
                                O = Other

Enter=Continue

```

--*

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

E
Adding
Technical
Practices

--All technical practices, both C/S and non-C/S, listed on NRCS-LTP-11-E or equivalent document must be entered on CCC-1200.--

Add 1 or more technical practices to CCC-1200 as follows.

Note: Technical practices may be added in any order. The system will display them on Screen EEB4005 in ascending numeric order by the year scheduled. The year scheduled will also be displayed in ascending numeric order.

Step	Action	Result
1	*--PRESS "Cmd16" or "Shift F4." --*	Screen EEB24010 will be displayed.
2	Do 1 of the following to select the technical practice to be added. <ul style="list-style-type: none"> • Enter the technical practice code, and PRESS "Enter". • Leave the field blank to list all eligible technical practices for the program. Screen EZZ84500 will be displayed. • Enter the number of the technical practice to be selected, and PRESS "Enter". 	Screen EEB24015 *--or EEB24016--* will be displayed.
3	Enter the following data from NRCS-LTP-11-E or equivalent document for the technical practice being processed: <ul style="list-style-type: none"> • practice extent from the "Est. Amount (Units)" column • offered level from the "Cost Share %" column <p>Note: Entry must be a whole percentage. Decimals are not allowed.</p> <p style="text-align: center;">* * *</p>	

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

E
Adding
Technical
Practices
(Continued)

Step	Action	Result
3 (Con't)	<ul style="list-style-type: none"> • *--fund code for the practice if the contract has multiple fund codes <p>Note: See subparagraph D to display applicable fund codes.</p> <ul style="list-style-type: none"> • total C/S or incentive, if applicable, for the practice from--* the "Estimated Cost-Share By Year" column containing the amount <p>Notes: Entry must be in whole dollars.</p> <ul style="list-style-type: none"> • year scheduled as the year indicated in the "Estimated Cost-Share By Year" column <p>Note: All 4 digits of the year must be entered.</p> <ul style="list-style-type: none"> • livestock indicator: <ul style="list-style-type: none"> • *--see subparagraph D if it is indicated that the practice is "Livestock" in the "Planned Conservation Treatment" column • ENTER "N" if there is no indication in the "Planned--*" Conservation Treatment" column that the practice is a livestock practice. <p>When all entries have been made, PRESS "Enter".</p>	Screen EEB24005 will be redisplayed reflecting the technical practice added and the message, "Technical code has been added".
4	Repeat steps 1 through 3 to add other technical practices. When all technical practices listed on NRCS-LTP-11-E or equivalent document have been added, PRESS "Enter".	Screen EEB26000 will be displayed.

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

F

Changing Technical Practice Data

Change data as follows for 1 or more technical practices previously added to the contract that:

- was erroneously entered
- has been changed on NRCS-LTP-11-E or equivalent document.

***--Important:** Technical practice information cannot be changed through this option after a contract has been approved.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".--*	Screen EEB24005 will be redisplayed with the added field, "# of Tech Prac To Change".
2	Enter the number in the "#" column that corresponds to the technical practice code to be changed, and PRESS "Enter".	Screen EEB24015 will be displayed reflecting the selected technical practice.
3	<p>Change any of the following data for the technical practice as needed:</p> <ul style="list-style-type: none"> • practice extent • offered level •*--fund code--* • total C/S or incentive • year scheduled • livestock indicator. <p>When all changes have been made, PRESS "Enter".</p>	Screen EEB24005 will be redisplayed reflecting the changes and the message, "Technical code has been changed".
4	Repeat steps 1 through 3 to change other technical practice data, if needed. When all changes have been made, PRESS "Enter".	Screen EEB26000 will be displayed.

Continued on the next page

53 CCC-1200 Technical Practice Screen EEB24005 (Continued)

G

**Deleting
Technical
Practices**

Use the following table to delete 1 or more technical practices previously added to the contract.

Step	Action		Result
1	*--PRESS "Cmd24" or "Shift F12".--*		Screen EEB24005 will be redisplayed with the added field, "# of Tech Prac To Delete".
2	Enter the number in the "#" column that corresponds to the technical practice code to be deleted, and PRESS "Enter".		Screen EEB24025 will be displayed with the selected technical practice and the question, "Is this the technical code you wish to delete (Y or N)?"
3	IF the technical practice is...	THEN ENTER...	
	to be deleted	"Y", and PRESS "Enter".	Screen EEB24005 will be redisplayed reflecting the deletion of the technical practice and the message, "Technical code has been deleted".
	not to be deleted	"N", and PRESS "Enter".	Screen EEB24005 will be redisplayed reflecting that the technical practice was not deleted. *--Use "Cmd24" or "Shift F12" to select--* another technical practice, and ENTER "Y" on Screen EEB24025.
4	Repeat steps 1 through 3 to delete other technical practices, if needed. When all deletions have been made, PRESS "Enter".		Screen EEB26000 will be displayed.

54 Completing Processing the Option

A

**Completing
Screen
EEB26000**

The following dates, which were previously entered, will be displayed on Screen EEB26000:

- application submitted
- selected for plan development.

Complete Screen EEB26000 according to the following table.

IF...	THEN...
neither date needs to be modified	PRESS "Enter" to bypass this screen. Data modified or entered through this option will be updated to the contract file. Screen EEB27000 will be displayed with the message, "Contract information has been updated".
either date needs to be modified	modify the: <ul style="list-style-type: none"> • application submitted date according to paragraph 31 • selected for plan development date according to paragraph 44. After modifications have been made, PRESS "Enter". Data modified or entered through this option will be updated to the contract file. Screen EEB27000 will be displayed with the message, "Contract information has been updated".

Continued on the next page

54 Completing Processing the Option (Continued)

B

**Completing
Screen
EEB27000**

The options to print CCC-1200 and Selected for Plan Development Letter will be displayed on Screen EEB27000. Complete Screen EEB27000 according to the following table.

Step	Action	
1	IF...	THEN...
	only CCC-1200 is to be printed	ENTER "X" in the "Print CCC-1200" field.
	both CCC-1200 and letter are to be printed	ENTER "X" in the following fields: <ul style="list-style-type: none"> • "Print CCC-1200" • "Print Selected for Plan Development Letter".
	only the letter is to be printed	ENTER "X" in the "Print Selected for Plan Development Letter" field.
	neither CCC-1200 nor the letter are to be printed	do not ENTER "X" in either field.
2	IF additional CCC-1200 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" to return to Menu EEB200.

Continued on the next page

54 Completing Processing the Option (Continued)

B
Completing
Screen
EEB27000
(Continued)

Step	Action	
3	IF CCC-1200 or letter was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" was pressed in step 2	<p>Screen EZZ80000 will be displayed based on the actions taken in step 1.</p> <p>Enter the printer ID and the number of copies to be printed, and PRESS "Enter".</p> <p>The number of copies of CCC-1200 or letter entered on Screen EZZ80000 will be printed, and the first screen of the option selected in step 2 or Menu EEB200 will be displayed.</p>
	not selected to be printed	The first screen of the option selected in step 2 or Menu EEB200 will be displayed.

55-70 (Reserved)

Section 4 Updating and Modifying CCC-1200's After Approval

*--71 Using the Update Option After CCC-1200's Approval

A

Option 2, Update
CCC-1200

This is an example of Menu EEB200, with option 2 highlighted.

```
COMMANDEEB200 E3  
Conservation CCC-1200 Contract Menu  
-----  
1. Create CCC-1200          10. CCC-1200 Reports/Forms Menu  
2. Update CCC-1200       11. Print/Update CCC-1200 Letters  
3. Approval Process  
4. Disapproval Process  
5. Deferral Process  
6. Cancellation Process  
7. Reinstatement Process  
8. Deletion Process  
9. Print CCC-1200  
  
                                20. Return To Application Primary Menu  
                                21. Return To Application Selection Screen  
                                22. Return To Office Selection Screen  
                                23. Return To Primary Selection Menu  
                                24. Sign Off  
  
Cmd3=Previous Menu  
  
Enter Option and press "Enter".
```

--*

Continued on the next page

***--71 Using the Update Option After CCC-1200's Approval (Continued)**

**B
Modifying
Previously
Entered Data**

Modifications to the following items associated to an approved CCC-1200 can be made through this option:

- NRCS office
- farm number
- tract numbers
- participants
- estimated program payment.

Note: Practices **cannot** be changed or added through this option.

**C
CCC-1245 Data**

At the end of the option, the opportunity will be provided to update any CCC-1245's for the contract if any modifications have been made to the farm number, tracts, or participants.

Notes: The system will automatically process the CCC-1245 option appropriate to the status of each CCC-1245 selected to be updated.

This is the "looping process".--*

***--72 Successor-in-Interest**

A**Reasons for Successor-in-Interest**

Control of land under an EQIP contract may be passed from 1 person to another for a variety of reasons, including:

- sale of land
- inheritance
- new operator.

A succession-in-interest may affect one EQIP contract participant or all participants and may occur before or after contract approval.

If the land under the EQIP contract is divided into separate farms through reconstitution, it may be necessary to create an additional contract for the successor.

Example: John Brown is the operator of farm 2145 and has entered into EQIP contract 1998 0045. Mr. Brown decides to sell a portion of his farm to Bob Andrews. Mr. Brown retains contract 1998 0045 for the land he is not selling. Any practices that are scheduled on the land which is sold but that have not been performed must be canceled on contract 1998 0045 and the amount of the contract reduced.

Mr. Andrews decides that he wants to succeed to the contract on the land he has purchased. Create a new contract (2002 0168) for the practices originally scheduled on the land Mr. Andrews has purchased. The amount of the new contract shall be the same as the original amount approved for those practices.

If Mr. Andrews had decided not to succeed to the contract, it would still be necessary to remove the practices from contract 1998 0045 because Mr. Brown could not perform practices on land he no longer controls.--*

Continued on the next page

***--72 Successor-in-Interest (Continued)**

B

**Processing
Successors-in-
Interest**

The following table is a guideline for processing successors-in-interest that do **not** involve a division of the farm. Detailed instructions for modifying contracts under this option, as well as screen prints, are in paragraphs 73 through 81.

Step	Action	
1	Ensure the persons who are successors have been added to the farm through Farm Maintenance software.	
2	ENTER "2" on Menu EEB200, and PRESS "Enter". Screen EEB20500 will be displayed.	
3	Enter the contract number to be updated, and PRESS "Enter" until Screen EEB21500 is displayed. Note: If the farm number needs to be modified, go to paragraph 73.	
4	Use "Cmd24" or "Shift F12" to delete each participant no longer associated to the contract according to paragraph 75.	
5	Use "Cmd16" or "Shift F4" to add each successor-in-interest to the contract according to paragraph 75. Note: There must be 1 participant on the contract designated as primary producer.	
6	PRESS "Enter" through all remaining screens of the option.	
7	IF CCC-1200 has...	THEN...
	no active CCC-1245's	option 2 processing is concluded. Go to step 9.
	active CCC-1245's	before option 2 processing concludes, Screen EEB29000 will be displayed listing all CCC-1245's that may need to be updated with the successor-in-interest. Go to step 8.
8	Use "Cmd20" or "Shift F8" to update applicable CCC-1245's with the successor-in-interest according to paragraph 80.	
9	After option 2 processing has concluded, reprint CCC-1200 and applicable CCC-1245's. Manually enter "S" suffix to the contract number on the forms.	
10	Obtain signature of any producer who has not signed the contract. It is not necessary to obtain the signatures of producers who have already signed a contract.	

--*

***--73 Update Farm Number After CCC-1200 Approval**

A
Accessing
Option 2

ENTER "2" on Menu EEB200, and PRESS "Enter". Screen EEB20500 will be displayed.

B
Example of
Screen
EEB20500

This is an example of Screen EEB20500.

```
Conservation 069-NATCHITOCHEs          Entry          EEB20500
CCC-1200 Selection Screen  Version: A001 01-04-2001  15:18  Term E3
-----
                          Update CCC-1200

Enter: Contract Number      2001  23  ____
OR   Last 4 Positions
      of Producer ID       _____

OR   Farm Number          _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd7=End
```

Enter the contract number to be updated, and PRESS "Enter". Screen EEB21011 will be displayed.--*

Continued on the next page

--73 Update Farm Number After CCC-1200 Approval (Continued)*C
Example of
Screen
EEB21011**

This is an example of Screen EEB21011.

Conservation	069-NATCHOTICHES	Selection	EEB21011
CCC-1200 Initial Data Screen		Version: AC89	06-29-2001 13:42 Term E4

Program Code #:	1	Contract Number:	2001 0008
Eligible Program Codes:	1. EQIP		
Fund Code:	229999/2001		
Does This Contract Have Supplemental Fund Codes (Y or N)? Y			
NRCS Office:	<u>NATCHOTICHES</u> (Leave blank to list all NRCS offices)		
Enter=Continue Cmd4=Previous Screen Cmd7=End			

The following **cannot** be changed through option 2 after CCC-1200 has been approved:

- program code
- fund code
- supplemental fund codes.

The NRCS office is the only entry on Screen EEB21011 that can be changed, although it is highly unlikely that it will need to be changed after CCC-1200 has been approved.

Reminder: NRCS office is used only to sort applications by NRCS office on the Referred for Ranking and Selected for Plan Development Reports, before CCC-1200 approval.

PRESS "Enter" to bypass Screen EEB21011.

Screen EEB21020 will be displayed.--*

Continued on the next page

***--73 Update Farm Number After CCC-1200 Approval (Continued)**

**D
Example of
Screen
EEB21020**

This is an example of Screen EEB21020.

```

Conservation      069-NATCHOTICHES      Selection      EEB21020
CCC-1200 Initial Data Screen      Version: AC89 06-29-2001 14:20 Term E4
-----
Contract Number: 2001 0008      Program: EQIP      Fund Code: 229999/2001*

Enter:  Farm Number      2690
      OR  Last 4 Positions
         of Producer ID:      _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

The farm number associated to the selected CCC-1200 is displayed and can be changed.

Note: Farm reconstitution is the most likely reason the farm number may need to be changed.

If the farm number for CCC-1200 is changed, all associated tracts and producers to that contract will be deleted. New tract and producer associations will need to be added for the new farm number.--*

Continued on the next page

***--73 Update Farm Number After CCC-1200 Approval (Continued)**

E

**Completing
Screen
EEB21020**

Use the following table to determine what actions need to be taken on Screen EEB21020.

IF the farm number...	THEN...	
needs to be changed	<ul style="list-style-type: none"> • enter the new farm number for CCC-1200, and PRESS "Enter" • a warning screen will be displayed as notification that tract and participant associations to CCC-1200 will be lost • ENTER "Y", and PRESS "Enter" to bypass the warning. 	
	IF the new farm number has...	THEN...
	1 tract associated to it	<ul style="list-style-type: none"> • the tract will be automatically assigned to CCC-1200 • Screen EEB21500 will be displayed • go to paragraph 75.
multiple tracts associated to it	<ul style="list-style-type: none"> • Screen EEB21025 will be displayed • go to paragraph 74. 	
does not need to be changed	<ul style="list-style-type: none"> • PRESS "Enter" to bypass Screen EEB21020 • Screen EEB21500 will be displayed • go to paragraph 75. 	

--*

*--74 CCC-1200 Tract Selection Screen EEB21025

A
Example of
Screen
EEB21025

This is an example of Screen EEB21025.

```

Conservation 069-NATCHITOCHEs          Selection          EEB21025
CCC-1200 Tract Selection Screen  Version: A001 01-04-1999 15:18  Term E3
-----
                                Tracts Associated With Farm Number 2553

Contract Number: 1998 0023  Program: EQIP          Fund Code: 220005/1998

Enter "Y" next to Tract Number(s) to be associated to Contract

      Tract
      NO.   Farmland      Cropland      Photo Grid/Description
Y      456      269.0        194.5        L-12
Y      460      152.0        113.5        M-13
Y      1572     1227.0       955.3        M-13, N-13
  _____ 9333      215.0        194.0        M-13

NO MORE TRACTS
Enter=Continue Cmd4=Previous Screen Cmd7=End
    
```

Reminder: Screen EEB21025 will be displayed only if there are multiple tracts associated to the farm number on the contract. It will be bypassed if only 1 tract is associated to the farm number on the contract.--*

Continued on the next page

***--74 CCC-1200 Tract Selection Screen EEB21025 (Continued)**

B

**Processing
Screen
EEB21025**

Process actions on Screen EEB21025 according to the following table.

IF the farm number on CCC-1200 has...	THEN...	
been changed and the new farm number has multiple tracts associated to it	<ul style="list-style-type: none"> • Screen EEB21025 will be displayed without any "Y's" beside the tract numbers • at least 1 tract number must be associated to CCC-1200 before processing can continue • ENTER "Y" beside the tract numbers to be associated to CCC-1200 • PRESS "Enter" after new tract associations have been made • Screen EEB21500 will be displayed. 	
not been changed and there are multiple tracts associated to the farm number	<ul style="list-style-type: none"> • Screen EEB21025 will be displayed with existing tract associations 	
	IF tract associations...	THEN...
	need to be made	ENTER "Y" beside the tract numbers to be associated to CCC-1200.
	need to be removed	DELETE "Y" beside the tract numbers to be removed from CCC-1200.
	do not need to be made	see next bullet.
<ul style="list-style-type: none"> • PRESS "Enter" after all needed changes to tract associations have been made or to bypass the screen if no changes to tract associations need to be made • Screen EEB21500 will be displayed. 		

--*

***--75 CCC-1200 Participant Data Screen EEB21500**

**A
Example of
Screen
EEB21500**

This is an example of Screen EEB21500.

```

Conservation          069-NATCHOTICHES          Selection    EEB21500
CCC-1200 Participant Data Screen Version:  AC89 06-29-2001 14:27 Term E4
-----
Contract Number: 2001 0008      Program:  EQIP          Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799

#  Producer ID   Name                               Prod
1  *436 54 5081 S  JERRY CROOKS                    OP
2   436 54 6577 S  HENRY COOK TAYLOR                OW
3   436 72 7896 S  GEORGIE C TAYLOR                  OW

* Indicates Primary Producer For Contract

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
                Cmd24=Delete
    
```

Screen EEB21500 will always be displayed, regardless of the number of participants associated to the contract.

Note: A successor-in-interest is a likely reason for changing 1 or more participants on a contract.--*

Continued on the next page

***--75 CCC-1200 Participant Data Screen EEB21500 (Continued)**

B

**Processing
Screen
EEB21500**

Process actions on Screen EEB21500 according to the following table.

IF...	THEN...
1 or more participants need to be added	<ul style="list-style-type: none"> • use "Cmd16" or "Shift F4" • add the participant to CCC-1200 according to subparagraph 30 C • "Cmd16" or "Shift F4" must be pressed for each participant to be added • the participant must first be associated to the farm through Farm Maintenance processing for him or her to be added to CCC-1200 through the "Cmd16" or "Shift F4" routine.
1 or more participants need to be deleted	<ul style="list-style-type: none"> • use "Cmd24" or "Shift F12" • delete the participant from CCC-1200 according to subparagraph 30 E • "Cmd24" or "Shift F12" must be pressed for each participant to be deleted.

--*

Continued on the next page

*--75 CCC-1200 Participant Data Screen EEB21500 (Continued)

B
Processing
Screen
EEB21500
(Continued)

IF...	THEN...
the primary producer designation needs to be changed	<ul style="list-style-type: none"> • use "Cmd20" or "Shift F8" • "Cmd20" or "Shift F8" is used only to change the primary producer designation <p>Note: The primary producer designation indicates the main contact person for the contract and will be the producer listed first on CCC-1200 and CCC-1245's.</p> <ul style="list-style-type: none"> • change the primary producer designation on CCC-1200 according to subparagraph 30 D. <p>Example: To change the primary producer designation to Georgie C. Taylor, "Cmd20" or "Shift F8" would be used:</p> <ul style="list-style-type: none"> • once to remove that designation from Jerry Crooks • again to add the designation to Georgie C. Taylor.
there is only 1 participant associated to the farm number on the contract	the participant is automatically associated to CCC-1200 and given the primary producer designation.
all needed participant additions, deletions, or changes have been made	<ul style="list-style-type: none"> • PRESS "Enter" • Screen EEB23000 will be displayed.
no producer additions, deletions, or changes need to be made	<ul style="list-style-type: none"> • PRESS "Enter" to bypass Screen EEB21500 • Screen EEB23000 will be displayed.

--*

--76 CCC-1200 Basic Data Screen EEB23000*A
Example of
Screen
EEB23000**

This is an example of Screen EEB23000.

```

Conservation          069-NATCHOTICHES          Selection      EEB23000
CCC-1200 Basic Data Screen  Version: AC89  06-29-2001 14:56 Term E4
-----
Contract Number:2001 0008      Program:  EQIP Fund Code: 229999/2001*
Farm NO:          2690          Tract NO:  799
Producer ID:     436 54 5081 S Name:  JERRY CROOKS

Estimated Total Program Payment:      5000

Hydrological Unit:                  11549014753219

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

**B
Estimated Total
Program
Payment**

The estimated total program payment is the only entry that can be changed on Screen EEB23000 through this option. However, it is unlikely that it will need to be changed after CCC-1200 approval.

Note: The estimated total program payment of all CCC-1200's in the status of selected for plan development are summed to provide the amount of pending approvals on Conservation 305 Monthly Progress/Transmission Report. This calculation is the only use for the estimated total program payment.--*

Continued on the next page

***--76 CCC-1200 Basic Data Screen EEB23000 (Continued)**

C**Hydrologic Unit**

The hydrologic unit cannot be changed through this option. It was first entered through Menu EEB200, option 3, "Approval Process", and can only be changed through option 3, the option through which it was first entered.

D**Supplemental
Fund Code**

The answer to the question, "Does this contract have supplemental fund codes (Y or N)?", cannot be changed through this option. The answer can only be changed through Menu EEB200, option 3, "Approval Process".

E**Bypass Screen
EEB23000**

PRESS "Enter" to bypass Screen EEB23000.

Screen EEB26000 will be displayed.--*

*--77 CCC-1200 Dates Screen EEB26000

A
Example of
Screen
EEB26000

This is an example of Screen EEB26000.

Conservation	069-NATCHOTICHES	Selection	EEB26000
CCC-1200 Dates Screen	Version: A001	01-04-1999	15:18
			Term E3

Contract NO:	1998 0023	Program:	EQIP
Farm NO:	2553	Tract NO:	456
Producer ID:	430 15 2440 S	Name:	JAMES W. MAXEY
Fund Code: 220005/1998			
--Dates--	Application Submitted:	<u>02111998</u>	
	Selected for Plan Development:	<u>04301998</u>	
	Contract Approved:	05111998	
	Contract Ending Date:	05112008	
Note: Enter dates in MMDDCCYY format.			
Enter=Continue	Cmd4=Previous Screen	Cmd7=End	

Only the first 2 dates on Screen EEB26000 may be changed. They are also entries that are unlikely to need to be changed after CCC-1200 approval. These dates are **not** used for any processing after CCC-1200 approval.

The contract approval and ending dates may be changed only through Menu EEB200, option 3, "Approval Process". Like the hydrologic unit, they were entered through option 3 initially, and they can be changed only through option 3.

If no changes need to be made on Screen EEB26000, PRESS "Enter" to bypass the screen.

The system will check for differences between CCC-1200 and any associated CCC-1245's according to paragraph 78.--*

***--78 Checks Performed by the System**

**A
System Checks**

When "Enter" is pressed on Screen EEB26000, the system performs the following 2 checks behind the scenes. This begins the looping process.

- The system will determine whether there are any active CCC-1245's associated to CCC-1200.

Note: An active CCC-1245 is one that can still be accessed, which means it is **not** in any of the following categories:

- has been canceled
- has been canceled, then deleted
- final performance has been recorded, but access to the control number is denied, because it is past the cutoff date.

Note: The cutoff date is March 15 following the date the practice was completed.

Example: The date the practice was completed is July 11, 1999. The cutoff date for accessing CCC-1245 is March 15, 2000.

The results of the first check will be processed according to this table.

IF 1 or more active CCC-1245's are...	THEN...
found	the second check will be performed according to this paragraph.
not found	<ul style="list-style-type: none"> • option 2 processing will be concluded • the second check will not be performed • Screen EEB27000 will be displayed according to paragraph 80.

--*

Continued on the next page

***--78 Checks Performed by the System (Continued)**

**A
System Checks
(Continued)**

- The system will determine whether there are any differences in the farm number, tracts, and participants between each individual, active, CCC-1245 found and CCC-1200.

Note: Any differences will be the result of changes made through option 2 to these CCC-1200 items, which are carried over to CCC-1245's.

The results of the second check will be processed according to this table.

IF differences in the farm number, tracts, or participants between CCC-1200 and any CCC-1245's are...	THEN...
not found	<ul style="list-style-type: none"> • option 2 processing will be concluded • Screen EEB27000 will be displayed according to paragraph 81.
found	Screen EEB28800 will be displayed.

--*

*--79 CCC-1200 Associated CCC-1245's Screen EEB28800

A
Example of
Screen
EEB28800

This is an example of Screen EEB28800.

```

Conservation                069-NATCHOTICHES                EEB28800
CCC-1200 Associated CCC-1245's  Version:  A001      01-04-1999  15:18  Term E3
-----
Contract NO:   1998 0023      Program:   EQIP      Fund Code:  220005/1998
Farm NO:      126            Tract NO:   416
Producer ID:  438 18 7789 S  Name:         WILLIAM H FRANKLIN JR

                          A T T E N T I O N

The associated CCC-1245's to this contract may have to be corrected.  The
reasons for this are as follows:

-- The CCC-1200 has a new farm number.
-- Farm Number associated to a CCC-1245 is different than the CCC-1200.
-- A tract has been added to the CCC-1200.
-- A tract associated to a CCC-1245 is no longer associated to the CCC-1200.
-- A producer has been added to the CCC-1200.
-- A producer associated to a CCC-1245 is no longer associated
   to the CCC-1200.

Do you wish to correct this contract's CCC-1245's (Y or N)?  ____
Enter=Continue Cmd4=Previous  Screen Cmd7=End

```

Screen EEB28800 is displayed to alert the user when differences in the farm number, tracts, or participants are found between CCC-1200 and 1 or more active CCC-1245's.

On the example screen in this subparagraph, all possible reasons for differences are listed, because the original farm number was changed, causing all tracts and participants on CCC-1200 to be changed also.

Only messages that reflect actual changes made will be displayed.

Example: If only participant changes are made, only the messages applicable to participants will be displayed.

The screen in this subparagraph indicates that the farm number on the original CCC-1200 was changed, resulting in all new tracts and participants.--*

Continued on the next page

***--79 CCC-1200 Associated CCC-1245's Screen EEB28800 (Continued)**

**B
Processing
Screen
EEB28800**

The system does not require any CCC-1245's to be updated at this point in the process. If no CCC-1245's are updated at this point, the system will still update the contract with changes that have been made to the farm number, tracts, or participants through this option.

Each individual CCC-1245 will then need to be accessed through an option on Conservation CCC-1245 Menu EEB300 appropriate to the CCC-1245's status for the farm number, tract, or participant changes to be applied to CCC-1245.

Recommendation: Update all CCC-1245's now, rather than accessing CCC-1245's from Menu EEB300 to update them. It is more convenient to take care of them from Screen EEB28800, when the contract and all CCC-1245's can be updated at the same time. This way, all CCC-1245's are kept "in sync" with CCC-1200 too.

Process actions on Screen EEB28800 according to this table.

IF CCC-1245's are...	THEN...
not to be updated now	<ul style="list-style-type: none"> • ENTER "N" in response to the question on Screen EEB28800, and PRESS "Enter" • option 2 processing will be concluded without updating any CCC-1245's • Screen EEB27000 will be displayed according to paragraph 81.
to be updated now	<ul style="list-style-type: none"> • ENTER "Y" in response to the question on Screen EEB28800, and PRESS "Enter" • Screen EEB29000 will be displayed according to paragraph 80.

--*

*--80 CCC-1200 Associated CCC-1245's Screen EEB29000

A
Example of
Screen
EEB29000

This is an example of Screen EEB29000.

```

Conservation                069-NATCHOTICHES                EEB29000
CCC-1200 Associated CCC-1245's  Version:  A001  01-04-1999  15:18  Term E3
-----
Contract NO:  1998 0023      Program:    EQIP      Fund Code:  220005/1998
Farm NO:      126           Tract NO:   416
Producer ID:  438 18 7789 S  Name:        WILLIAM H FRANKLIN JR

          Control
          #      Number      Primary Producer      Discrepancies
          #      Number      JAMES W MAXEY         (Press Help for
          #      Number      JAMES W MAXEY         details)
          #      Number      JAMES W MAXEY         Status
FP      1      1998 0001      JAMES W MAXEY         1 2 3 4 5 6
PP      2      1999 0006      JAMES W MAXEY         1 2 3 4 5 6
          3      1999 0007      JAMES W MAXEY         1 2 3 4 5 6

FP=Final performance recorded
PP=Partial performance recorded
NO MORE CONTROL NUMBERS
Enter=Continue  Cmd4=Previous  Screen  Cmd7=End      Cmd20=Change
                Help=Help Text
    
```

Screen EEB29000 displays all active CCC-1245's associated to CCC-1200.

- “FP” at the far left of a control number indicates that final performance has been recorded for the control number.
- “PP” at the far left of a control number indicates that partial, but no final performance, has been recorded for the control number.
- If nothing is displayed at the far left of the control number, the control number has not had any performance recorded.
- The discrepancy numbers indicate the type of differences that affect each CCC-1245. On the example screen in this subparagraph, all possible differences are listed. In reality, only messages that reflect actual changes will be displayed.

Note: See subparagraph B for an example of Help Screen H200000, which lists the meaning of each discrepancy number.--*

Continued on the next page

*--80 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)

B
Help Screen
H2900000

This is an example of Screen H2900000.

```

Page 1 of 1                HELP TEXT FOR SCREEN EEB29000                H2900000

The associated CCC-1245's to this contract may have to be corrected.  The
codes and descriptions of the discrepancies are as follows:

1 = The CCC-1200 has a new farm number.
2 = Farm Number associated to a CCC-1245 is different than the CCC-1200.
3 = A tract has been added to the CCC-1200.
4 = A tract associated to a CCC-1245 is no longer associated to the CCC-1200.
5 = A producer has been added to the CCC-1200.
6 = A producer associated to a CCC-1245 is no longer associated
   to the CCC-1200.

A = The CCC-1200 has a new hydrological unit.
B = A CCC-1245 has a different hydrological unit than the CCC-1200.
C = The CCC-1200 has a new contract approval date.
D = A CCC-1245 has a different contract approval date than the CCC-1200.
E = Technical Practice Data associated to a CCC=1245 has been updated.

Enter=Continue

```

Discrepancies:

- 1 through 6 are applicable for Menu EEB200, option 2
- A through E are applicable for Menu EEB200, option 3.--*

Continued on the next page

***--80 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)**

C

**Processing
Screen
EEB29000**

The following table provides guidelines for deciding whether to modify a particular CCC-1245 or not.

IF...	THEN...
final performance has been recorded	it is likely that the original farm, tract, and participant data on CCC-1245 should remain unchanged.
partial, but no final, performance has been recorded	<ul style="list-style-type: none"> • consider the individual situation in deciding whether or not to update CCC-1245 • there is no one right way to handle all CCC-1245's in a partial performance situation • determine whether leaving the original information on CCC-1245 or updating the information is more reflective of the situation • if it is more appropriate: <ul style="list-style-type: none"> • not to change the information, then do not update CCC-1245 • to change the information, then update CCC-1245.
no performance has been recorded	it is likely that any changes made to the farm number, tracts, or participants on CCC-1200 should be carried over to CCC-1245.

--*

Continued on the next page

***--80 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)**

**C
Processing
Screen
EEB29000
(Continued)**

If none of the CCC-1245's listed on Screen EEB29000 need to be updated, PRESS "Enter" to bypass the screen. Screen EEB27000 will be displayed according to paragraph 81.

If 1 or more CCC-1245's listed on Screen EEB29000 need to be updated, access each control number to be updated, in turn, by using "Cmd20" or "Shift F8".

- When each control number is accessed, the system will automatically access the Menu EEB300, CCC-1245 processing option appropriate to the status of the individual CCC-1245.

Example: When control number 1998 0001 is accessed, the system knows to access the final performance option.

- When the CCC-1245 processing option appropriate for the control number is accessed, the only screens that will be displayed will be those for processing tracts and participants.

Notes: There is no screen for processing the farm number on CCC-1245; the farm number is automatically assigned to CCC-1245.

An abbreviated version of the option will be displayed, because the only screens that **need** to be displayed are those that are related to the data on CCC-1200 that was modified.

If any data besides the farm, tracts, or participants needs to be modified on CCC-1245, the modification must be made through a Menu EEB300, CCC-1245 option.

- Make any changes to tract and participant associations to CCC-1245, and PRESS "Enter" after each screen is displayed.--*

Continued on the next page

*--80 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)

**C
Processing
Screen
EEB29000
(Continued)**

As each control number is updated, Screen EEB29000 will be redisplayed as follows:

- with the numeric discrepancy codes removed
- indicating that the control number has been corrected.

```

Conservation                069-NATCHOTICHES                EEB29000
CCC-1200 Associated CCC-1245's  Version:  A001  01-04-1999  15:18      Term E3
-----
Contract NO:  1998 0023      Program:  EQIP      Fund Code:  220005/1998
Farm NO:      126           Tract NO:  416
Producer ID:  438 18 7789 S  Name:      WILLIAM H FRANKLIN JR

                Control                               Discrepancies
                #      Number      Primary Producer      (Press Help for
FP      1      1998 0001      JAMES W MAXEY      1 2 3 4 5 6
PP      2      1999 0006      JAMES W MAXEY      1 2 3 4 5 6
                3      1999 0007      JAMES W MAXEY      CORRECTED

FP=Final performance recorded
PP=Partial performance recorded
NO MORE CONTROL NUMBERS
Enter=Continue  Cmd4=Previous Screen      Cmd7=End      Cmd20=Change
                Help=Help Text
    
```

After all applicable control numbers have been updated, PRESS "Enter". Screen EEB27000 will be displayed, updating all contract and CCC-1245 changes to the contract file.

Suggestion: To keep track of CCC-1245 corrections, it might be helpful to screen print Screen EEB29000 after all applicable CCC-1245's have been corrected, and file the screen print in the contract folder.--*

*--81 CCC-1200 Process Status Screen EEB27000

A
Example of
Screen
EEB27000

This is an example of Screen EEB27000 when option 2 processing is complete.

```

Conservation                069-NATCHOTICHES                EEB27000
CCC-1200 Process Status Screen      Version: A001 01-04-1999 15:18  Term E3
-----
Contract NO:  1998 0023      Program:      EQIP      Fund Code:  220005/1998
Farm NO:      2553          Tract NO:    456
Producer ID:  430 15 2440 S  Name:          JAMES W. MAXEY
To print a form or letter, place an "X" next to the one(s) to be printed
before entering an option or pressing a command key.

_____ Print CCC-1200

_____ Print CCC-1245

          1.  Create CCC-1200          6.  Cancellation Process
          2.  Update CCC-1200         7.  Reinstatement Process
          3.  Approval Process         8.  Deletion Process
          4.  Disapproval Process      9.  Print CCC-1200
          5.  Deferral Process

Enter option and press "Enter". _____
Enter=Continue      Cmd7=End
IM:  Contract and CCC-1245 information has been updated.

```

--*

Continued on the next page

***--81 CCC-1200 Process Status Screen EEB27000 (Continued)**

B

Screen EEB27000 Data Data is updated to the contract file according to the table when Screen EEB27000 is displayed.

IF...	THEN...
only CCC-1200 data was modified	<ul style="list-style-type: none"> • the contract file will be updated to reflect CCC-1200 changes that were made • the message, “Contract information has been updated”, will be displayed on Screen EEB27000 • only CCC-1200 can be printed from Screen EEB27000.
both CCC-1200 and CCC-1245 data was modified	<ul style="list-style-type: none"> • the contract file will be updated to reflect both CCC-1200 and CCC-1245 changes that were made • the message, “Contract and CCC-1245 information has been updated”, will be displayed on Screen EEB27000 • the following can be printed from Screen EEB27000: <ul style="list-style-type: none"> • CCC-1200 • all CCC-1245’s for all control numbers associated to CCC-1200 that were updated through option 2.

--*

82-90 (Reserved)

92 CCC-1200 Basic Data Screen EEB23005

A
Accessing Screen
EEB23005

Access Screen EEB23005 according to the following table.

Step	Action	Result
1	ENTER "3" on Menu EEB200, and PRESS "Enter".	Screen EEB20500 will be displayed.
2	Enter the contract number to be accessed, and PRESS "Enter".	Screen EEB23005 will be displayed.

B
Example of
Screen
EEB23005

This is an example of Screen EEB23005. The estimated total program payment entered according to Section 2 will be displayed. It cannot be changed through this option.

*--

```

Conservation          069-NATCHOTICHES          Selection      EEB23005
CCC-1200 Basic Data Screen      Version: AC89   06-29-2001 12:13 Term E4
-----
Contract Number: 2001 0002      Program:  EQIP      Fund Code: 229999/2001
Farm NO:          198           Tract NO:  943
Producer ID:      22 069 0073 T Name:  THELMA BLALOCK

Estimated Total Program Payment:          3000

Hydrological Unit:                08009000033402

Does This Contract Have Supplemental Fund Codes (Y or N)? N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

92 CCC-1200 Basic Data Screen EEB23005 (Continued)

C
Entering Hydrologic Unit Code

The hydrologic unit field will be displayed with 14 zeros. Enter the hydrologic unit code for the contract over the zeros.

Note: Have the local NRCS office provide the correct hydrologic unit code if it is not known. Processing cannot continue without the code being entered.

A total of 14 numeric characters must be present in the field. The hydrologic unit code itself will be either 8, 11, or 14 numeric characters. If the code is only 8 characters long, leave the remaining 6 zeros.

The system will validate that the first 2 characters are the correct prefix for the State.

*--When the entry is correct, do the following.

IF question concerning supplemental fund codes...	THEN...
needs changed	PRESS "Tab" to go to the next field.
does not need changed	PRESS "Enter". Screen EEB24000 will be displayed. Go to paragraph 94.

D
Supplemental Fund Codes

The question, "Does this contract have supplemental fund codes?", will be displayed with the answer entered through option 2.

IF entry...	THEN...
does not need to be changed	PRESS "Enter". Screen EEB24000 will be displayed. Go to paragraph 94.
is being changed from "N" to "Y"	ENTER "Y", and PRESS "Enter". Screen EEB23010 will be displayed.
is being changed from "Y" to "N"	ENTER "N", and PRESS "Enter". Warning Screen EEB23001 will be displayed.

--*

*--92.5 CCC-1200 Supplemental Fund Code Screen EEB23010

A
Example of
Screen
EEB23010

This is an example of Screen EEB23010.

```

Conservation          037-EAST FELICIANO          Selection      EEB23010
CCC-1200 Supplemental Fund Code Screen Version: AC89 07-03-2001 09:38 Term E5
-----
Contract Number: 2001 0017          Program:  EQIP          Fund Code: 220031/2001
Farm NO:          886              Tract NO: 7465
Producer ID:     434 21 4016 S     Name:      JOE BUTLER

Enter "Y" next to Supplemental Fund Code(s) to be associated to Contract

      Fund Code      Description
  ___ 228501/2001    LHHS No Year Funds

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B
Selecting
Supplemental
Fund Codes

Only approved supplemental fund codes which have been made eligible on the CCC county eligibility table will be displayed. Up to 4 supplemental fund codes may be selected.

Note: Not all supplemental fund codes which are eligible on the CCC county eligibility table may appear on Screen EEB23010. Only those supplemental fund codes which have been approved for use with the primary fund code will be displayed. For example, supplemental fund code xx8501/2001 will only be eligible for use with primary fund codes xxxxxx/2001.

ENTER "Y" by each supplemental fund code to be used on the contract, and PRESS "Enter". Screen EEB24000 will be displayed.--*

Continued on the next page

*-92.5 CCC-1200 Supplemental Fund Code Screen EEB23010 (Continued)

C

Warning Screen
EEB23001

This is an example of Screen EEB23001. To remove the supplemental codes, ENTER "Y", and PRESS "Enter". Screen EEB24000 will be displayed.

If the supplemental codes are not to be removed, ENTER "N", and PRESS "Enter". Screen EEB23005 will be redisplayed.

```

Conservation      069-NATCHOTICHES      Selection      EEB23001
CCC-1200 Basic Data Screen      Version: AC89  07-03-2001 09:13 Term E4
-----
Contract Number: 2001 0007      Program:  EQIP      Fund Code: 220004/2001*
Farm NO:          2690          Tract NO:  799
Producer ID:     436 54 5081 S  Name:       JERRY CROOKS

                W A R N I N G

You have changed the flag associating supplemental fund codes from
"Y" to "N".  If you continue, all supplemental fund codes currently
associated with this contract will be removed.

Do you wish to proceed and ignore warnings (Y or N)?       N 
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

93 CCC-1200 Approval Screen EEB24000

A
Example of
Screen
***--EEB24000 for**
Single Fund
Code

This is an example of Screen EEB24000 for a contract with 1 fund code.

The program balance displayed is the current balance available for commitment on the ledger for the program and fund code at the top of the screen.

```

Conservation          037-EAST FELICIANO          Selection      EEB24000
CCC-1200 Approval Screen          Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 2001 0017          Program:  EQIP          Fund Code: 220031/2001
Farm NO:          886          Tract NO: 7465
Producer ID:     434 21 4016 S    Name:      JOE BUTLER

                                Program Balance:          15,000
Fund Code: 220031/2001          Overall Contract Value:          0

                                Change (+/-)          Contract
                                _____          Balances
C/S Amount Approved:          0
Performance Amount Approved:  0
Performance Amount Earned:    0
Balance Available:            0
Unapproved Contract Balance:  0
Amount CCC-1245's Issued:     0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

Continued on the next page

93 CCC-1200 Approval Screen EEB24000 (Continued)

B
***--Example of Screen EEB24000 for Multiple Fund Codes**

This is an example of Screen EEB24000 for a contract with multiple fund codes. Screen EEB24000 will be available for each fund code on a contract. To move from fund code to fund code, PRESS "Page Down".

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4

Contract Number: 2001 0008	Program: EQIP	Fund Code: 229999/2001*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 229999/2001		Program Balance:	0
		Overall Contract Value:	0
	Change (+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:	_____	0	0
Performance Amount Approved:		0	0
Performance Amount Earned:		0	0
Balance Available:		0	0
Unapproved Contract Balance:		0	0
Amount CCC-1245's Issued:		0	0
MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

C
Entering C/S Amount Approved

During initial contract approval, even though a contract has multiple fund codes associated to it, the funding will be provided from only **one** fund code. Screen EEB24000 will display initially for the primary fund code. The primary fund code identifies the priority area being addressed.

If the contract has multiple fund codes, leave the "C/S Amount Approved" field blank, and PRESS "Page Down". Screen EEB24000 will display for the supplemental fund code.

On the **appropriate** Screen EEB24000, enter the amount COC recorded on--* CCC-1200, item 9c in the "C/S Amount Approved" field, and PRESS "Enter". This is the total obligation COC approved for the contract. Screen EEB24005 will be displayed.

Note: The amount entered cannot exceed the program balance displayed.

94 CCC-1200 Technical Practice Screen EEB24005

A
Example of
Screen
EEB24005

This is an example of Screen EEB24005. In this example, practices were added to the contract through option 2, "Update CCC-1200", according to Section 3, before the contract was approved.

Screen EEB24005 is the same screen displayed in option 2 when the practices were added. However, additional information is displayed that was not available when Screen EEB24005 was processed through option 2. This information is based on the contract approval amount entered on Screen EEB24000, and is described in subparagraph B.

Note: If more practices have been added to the contract than will display on the screen, use the shift and roll keys to display the additional practices.

*--

Conservation		037-EAST FELICIANO			Selection		EEB24005		
CCC-1200 Technical Practice Screen				Version: AC89		07-03-2001 12:42		Term E5	

Contract Number: 1997 0008			Program: EQIP			Fund Code: 229999/1997*			
Farm NO: 2690			Tract NO: 790						
Producer ID: 434 21 4016 S			Name: JERRY CROOKS						
Overall Contract Value: 50,000					Total Amt to be Distributed: 0				
	Technical	Extent	Total	C/S-Inc	Offer	Year	CCC-1245	Extent	C/S-Inc
#	Code	Approved	C/S-Inc	Level	Level	Sched	CTL NO.	Perform	Earned
1	382	50.0		75		2001			
2	382	100.0	1500	75	55	2002			
3	645	80.0	2000	100	100	2003			
4	430 AAA	300.0		75		2004			
5	382	100.0	3000	70	70	2005			
Totals:			50500						
NO MORE PRACTICES									
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Cmd16=Add									
Cmd20=Change Cmd24=Delete									

--*

Continued on the next page

94 CCC-1200 Technical Practice Screen EEB24005 (Continued)

B

Additional Information on Screen EEB24005

The following table describes the additional information displayed on Screen EEB24005.

Field	Description
Overall Contract Value	<p>This is the original amount approved for the contract entered on Screen EEB24000, *--plus or minus any modifications to the original approval amount for all fund codes over the life of the contract. It is a cumulative figure.</p> <p>Example: The original contract approval amount entered is \$46,500. The contract approval is increased by \$5,000. The overall contract value is--* \$54,500. The contract approval is later decreased by \$11,000. The overall contract value is \$43,500. No further contract modifications are made.</p> <p>Note: The overall contract value will not be reduced by contract earnings during FY rollover.</p> <p>Unless contract modifications are made, the overall contract value will equal the original contract approval amount.</p>

Continued on the next page

94 CCC-1200 Technical Practice Screen EEB24005 (Continued)

B
Additional
Information on
Screen
EEB24005
(Continued)

Field	Description
Amount to be Distributed	<p>This is the portion of the overall contract value that has not been assigned to technical practices as the C/S or incentive amount approved for each practice. It can be thought of as a "holding place" for contract funds not yet committed to technical practices.</p> <p>In the example in subparagraph A, the entire overall contract value, and in this case, the initial approval amount, has already been distributed among the technical practices. Therefore, the amount to be distributed is zero. See subparagraphs C and D for examples where the amount to be distributed is not zero.</p> <p>Important: When the initial contract approval is recorded, the amount to be distributed must be zero to continue processing beyond this screen. After the initial contract approval is recorded, an amount greater than zero is allowable in this field.</p> <p>Note: This amount will contain slippage from CCC-1245's, and is intended to help County Offices manage available funds within the contract.</p>
Total of the "Total C/S-Inc." column	<p>The total of the "Total C/S-Inc." column is the total C/S or incentive amount approved for all technical practices that have been added to the contract.</p> <p>The total of this column plus the amount to be distributed will always equal the overall contract value.</p>

Continued on the next page

94 CCC-1200 Technical Practice Screen EEB24005 (Continued)

**C
Amount To Be
Distributed Is
Greater Than
Zero**

This is an example of Screen EEB24005 with the amount to be distributed greater than zero.

*--

```

Conservation          037-EAST FELICIANO          Selection          EEB24005
CCC-1200 Technical Practice Screen  Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 2001 0017          Program:  EQIP          Fund Code: 220031/2001*
Farm NO:          886              Tract NO: 7465
Producer ID:     434 21 4016 S     Name:      JOE BUTLER

Overall Contract Value:          1,100  Total Amt to be Distributed:          1,100

  Technical Extent  Total C/S-Inc Offer Year CCC-1245 Extent C/S-Inc
#   Code   Approved C/S-Inc Level Level Sched  CTL NO.  Perform  Earned

Totals:
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete

IM: No technical codes currently associated to this CCC-1200.
    
```

--*

In this example, technical practices were not added to the contract through option 2, "Update CCC-1200", before the contract was approved. Therefore, the entire overall contract value, which is also the original contract approval amount in this case, is also the amount to be distributed among technical practices.

Technical practices must be added to the contract and the amount to be distributed reduced to zero for processing to continue.

Continued on the next page

94 CCC-1200 Technical Practice Screen EEB24005 (Continued)

D
Amount To Be Distributed Is Negative

This is an example of Screen EEB24005 with a negative amount to be distributed.
*--

Conservation		037-EAST FELICIANO		Selection		EEB24005			
CCC-1200 Technical Practice Screen		Version: AC89		07-03-2001 12:42		Term E5			
Contract Number: 1997 0008		Program: EQIP		Fund Code: 229999/1997*					
Farm NO: 2690		Tract NO: 790							
Producer ID: 434 21 4016 S		Name: JERRY CROOKS							
Overall Contract Value: 46,000		Total Amt to be Distributed: -1,000							
#	Technical Code	Extent Approved	Total C/S-Inc	C/S-Inc Level	Offer Level	Year Sched	CCC-1245 CTL NO.	Extent Perform	C/S-Inc Earned
1	312	1.0	30000	75	75	2001			
2	97	55.5	1000	75	55	2002			
3	645	80.0				2003			
4	430 AAA	1300.0	7000	75	65	2004			
5	348	1.0	3500	75	55	2005			
6	546	80.0	3000	70	70	2005			
Totals:			57500						
NO MORE PRACTICES									
Enter=Continue		Cmd4=Previous Screen		Cmd7=End		Cmd13=More Data		Cmd16=Add	
		Cmd20=Change		Cmd24=Delete					

In this example, technical practices were either added through option 2, "Update CCC-1200", before the contract was approved, or have just been added according to subparagraph 94.5 A.--*

Regardless of when the technical practices were added, the total amount of C/S's or incentives approved for the technical practices exceeds the overall contract value by \$1,000, causing the amount to be distributed to be -\$1,000. It is likely that an error was made entering either or both of the following:

- C/S amount approved for the contract on Screen EEB24000
- C/S or incentive amount for 1 or more technical practices.

The error or errors must be corrected, because processing cannot continue until the amount to be distributed is zero.

Continued on the next page

94 CCC-1200 Technical Practice Screen EEB24005 (Continued)

E

**Processing
Technical
Practices**

Process technical practices on Screen EEB24005 according to this table.

IF...	THEN...
<ul style="list-style-type: none"> • all technical practices were entered through option 2, "Update CCC-1200", before the contract was approved and all data is correct • the amount to be distributed is zero 	<ul style="list-style-type: none"> • no further action on Screen EEB24005 is necessary • *--PRESS "Enter". Screen EEB26005 will be displayed.
<p>technical practices were not entered through option 2, "Update CCC-1200"</p>	<ul style="list-style-type: none"> • add technical practices according to subparagraph 94.5 A--* <p>Note: As each practice is added, the amount to be distributed will be decreased by the C/S or incentive amount of the practice just added, and the total of the "Total C/S-Inc." column will be increased by the same amount.</p> <ul style="list-style-type: none"> • when all practices have been added and the amount to be *--distributed is zero, PRESS "Enter". Screen EEB26005 will be displayed.
<p>data for a technical practice needs to be changed</p>	<ul style="list-style-type: none"> • change the data according to subparagraph 94.5 B • when all changes have been made, ensure that the amount to be distributed is zero, and PRESS "Enter". Screen EEB26005 will be displayed.
<p>a technical practice needs to be deleted</p>	<ul style="list-style-type: none"> • delete the technical practice according to subparagraph 94.5 C • when the technical practice has been deleted, ensure that the amount to be distributed is zero, and PRESS "Enter". Screen EEB26005 will be displayed.--*

***--94.5 Processing Technical Practices**

A

Adding Technical Practices

Add 1 or more technical practices to CCC-1200 as follows.

Note: Technical practices may be added in any order. The system will display them on Screen EEB24005 in ascending order within the year scheduled. The year scheduled will also be displayed in ascending numeric order.

Step	Action	Result
1	On Screen EEB24005, PRESS “Cmd16” or “Shift F4”.	Screen EEB24010 will be displayed.
2	<p>Do 1 of the following to select the technical practice to be added.</p> <ul style="list-style-type: none"> • Enter the technical practice code, and PRESS “Enter”. • Leave the field blank to list all eligible technical practices for the program. Screen EZZ84500 will be displayed. <p>Enter the number of the technical practice to be selected, and PRESS “Enter”.</p>	Screen EEB24015 or Screen EEB24016 will be displayed.
3	<p>Complete Screen EEB24015 or Screen EEB24016 according to subparagraph E.</p> <p>When all entries have been made, PRESS “Enter”.</p>	Screen EEB24005 will be redisplayed reflecting the technical practice added and the message, “Technical code has been added”.
4	Repeat steps 1 through 3 to add other technical practices. When all technical practices listed on have been added, PRESS “Enter”.	Screen EEB26005 will be displayed.

--*

Continued on the next page

***--94.5 Processing Technical Practices (Continued)**

B

**Changing
Technical
Practice Data**

Change data as follows for 1 or more technical practices that were:

- erroneously entered
- changed on NRCS-LTP-11.

Step	Action	Result
1	On Screen EEB24005, PRESS "Cmd20" or "Shift F8".	Screen EEB24005 will be redisplayed with the added field, "# of Tech Prac To Change".
2	Enter the number in the "#" column that corresponds to the technical practice code to be changed, and PRESS "Enter".	Screen EEB24015 or EEB24016 will be displayed reflecting the selected technical practice.
3	<p>Change any of the following data for the technical practice as needed:</p> <ul style="list-style-type: none"> • practice extent • offered level • total C/S or incentive • year scheduled • livestock indicator. <p>When all changes have been made, PRESS "Enter".</p>	Screen EEB24005 will be redisplayed reflecting the changes, and the message, "Technical code has been changed".
4	Repeat steps 1 through 3 to change other technical practice data, if needed. When all changes have been made, PRESS "Enter".	Screen EEB26005 will be displayed.

--*

Continued on the next page

***--94.5 Processing Technical Practices (Continued)**

C

Deleting Technical Practices

Delete 1 or more technical practices previously added to the contract as follows.

Note: A technical practice which was included in the offer when scored cannot be deleted without a revised and signed conservation plan. See EQIP Manual Section 515.112.

Step	Action		Result
1	On Screen EEB24005, PRESS "Cmd24" or "Shift F12".		Screen EEB24005 will be redisplayed with the added field, "# of Tech Prac To Delete".
2	Enter the number in the "#" column that corresponds to the technical practice code to be deleted, and PRESS "Enter".		Screen EEB24025 will be displayed with the selected technical practice and the question, "Is this the technical code you wish to delete (Y or N)?"
3	IF the technical practice is...	THEN ENTER...	
	to be deleted	"Y", and PRESS "Enter".	Screen EEB24005 will be redisplayed reflecting the deletion of the technical practice and the message, "Technical code has been deleted".
	not to be deleted	"N", and PRESS "Enter".	Screen EEB24005 will be redisplayed reflecting that the technical practice was not deleted. Use "Cmd24" or "Shift F12" to select another technical practice, and ENTER "Y" on Screen EEB20425.
4	Repeat steps 1 through 3 to delete other technical practices, if needed. When all deletions have been made, PRESS "Enter".		Screen EEB26005 will be displayed.

--*

Continued on the next page

*--94.5 Processing Technical Practices (Continued)

D
Examples of
Screens
EEB24015 and
EEB24016

Screen EEB24015 is used to enter technical practice information for a contract with a single fund code.

This is an example of Screen EEB24015.

```

Conservation          069-NATCHOTICHES          Selection          EEB24015
CCC-1200 Technical Practice Screen  Version: AC89  07-10-2001 12:25 Term E4
-----
Contract Number: 2001 0009          Program:  EQIP          Fund Code: 229999/2001
Farm NO:          2216              Tract NO: 9515
Producer ID:      437 37 9774 S     Name:      KIM CARTER

Technical Practice - Code:          327
                        Desc:      Conservation cover (Ac)
                        Unit:      AC

Practice Extent:
Cost-Share/Incentive Level:          100
Offered Level:

Fund Code(s):          229999/2001
Amount to be Distributed:          1,000
Total Cost-Share/Incentive:
Year Scheduled:
Livestock Indicator:

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

--*

Continued on the next page

*--94.5 Processing Technical Practices (Continued)

D
Examples of
Screens
EEB24015 and
EEB24016
(Continued)

Screen EEB24016 is used to enter technical practice information for a contract with multiple fund codes. Screens EEB24015 and EEB24016 are both used to enter the practice information, but Screen EEB24016 allows entries to be made for up to 3 fund codes. This is an example of Screen EEB24016.

```

Conservation          069-NATCHOTICHES          Selection          EEB24016
CCC-1200 Technical Practice Screen  Version: AC89  07-10-2001 13:33 Term E4
-----
Contract Number: 2001 0007          Program: EQIP          Fund Code: 220004/1997*
Farm NO:          2690          Tract NO: 799
Producer ID:     436 54 5081 S    Name:          JERRY CROOKS

Technical Practice - Code:          327
                        Desc:      Conservation cover (Ac)
                        Unit:      AC

Practice Extent:
Cost-Share/Incentive Level:          100
Offered Level:                       _____

Fund Code(s):          _____
Amount to be Distributed:          _____
Total Cost-Share/Incentive:          _____
Year Scheduled:          _____
Livestock Indicator:          _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

--*

Continued on the next page

*--94.5 Processing Technical Practices (Continued)

E

**Completing
Screens
EEB24015 and
EEB24016**

All technical practices on NRCS-LTP-11-E or equivalent document, both C/S and non-C/S, must be entered on CCC-1200. Enter the following data from NRCS-LTP-11 or equivalent document for the technical practice being processed:

- **practice extent** from the “Est. Amount (Units)” column
- **offered level** from the “Cost Share %” column
- **fund code** for the practice, for contracts with multiple fund codes only

Notes: PRESS “Cmd13” or “Shift F1” to select fund codes according to subparagraph F.

For contracts with only 1 fund code, this field will be displayed only.

- **total C/S or incentive**, if applicable, for the practice from the “Estimated Cost-Share By Year” column containing the amount

Note: Entry must be a whole dollars. Decimals are not allowed. C/S or incentive must be entered for each fund code selected. Entry cannot be greater than “Amount to be Distributed”.

- **year scheduled** as the year indicated in the “Estimated Cost-Share By Year” column
- **livestock indicator:**
 - PRESS “Help” or “Alt F1” if it is indicated that the practice is “(Livestock)” in the “Planned Conservation Treatment” column. Go to subparagraph G.
 - ENTER “N” if there is **no** indication in the “Planned Conservation Treatment” column that the practice is a livestock practice.

When all entries have been made, PRESS “Enter”. Screen EEB24005 will be redisplayed reflecting the technical practice added and the message, “Technical code has been added”.--*

Continued on the next page

*--94.5 Processing Technical Practices (Continued)

F
Example of
Screen
EEB24050

For contracts with multiple fund codes, it is necessary to select the fund codes that will be associated to each practice. Each technical practice may use up to 3 fund codes. However, most technical practices will need only 1 fund code.

PRESS "Cmd13" or "Shift F1" on Screen EEB24016 to access the fund code selection screen. The following is an example of the Fund Code Selection Screen.

Fund Code Selection/Summary				EEB24050	
#	Fund Code	Total C/S Approved	Total C/S-Inc	Amount To Be Distributed	
1	220004/1997	0	0	0	
2	228001/1997	3,000	0	3,000	
		3,000	0	3,000	
Enter # and Press "Enter". 2					
Enter=Continue Cmd4=Previous Screen					

Enter the number of the fund code being selected, and PRESS "Enter". Repeat the process if an additional fund code is needed on the practice.

For non-C/S practices, select the primary fund code on the contract. It is not necessary to have any "Amount to be Distributed" available when selecting the fund code for non-C/S practices.

The fund codes selected and the "Amount to be Distributed" for that fund code will be displayed on Screen EEB24016. The "Amount to be Distributed" is the amount available on the contract for the selected fund code. This will help avoid negative funding of practices.

After all fund codes have been selected, enter the C/S amount approved for each fund code on Screen EEB24016. The "Total Cost-Share/Incentive" cannot exceed the "Amount to be Distributed."--*

Continued on the next page

***--94.5 Processing Technical Practices (Continued)**

**G
Livestock
Indicator**

If it is indicated on the conservation plan that the practice is livestock related, enter the applicable livestock indicator for the **farm**. If the practice is to be used for sheep, but the primary animal use for the farm is dairy, the correct entry would be "D" for dairy.

PRESS "Help" or "Alt F1" to view the livestock indicators available.

```
Page 1 of 1                HELP TEXT FOR SCREEN EEB24015                H2401500

                                Livestock Indicator Codes:

                                N = Non-Livestock
                                A = Sheep
                                B = Beef
                                D = Dairy
                                H = Horse
                                P = Poultry
                                S = Swine
                                O = Other

Enter=Continue
```

--*

Continued on the next page

*--94.5 Processing Technical Practices (Continued)

**H
Technical
Practices Not
Available Yet**

Some locally developed or interim technical practices listed on NRCS-LTP-11 may not be available on the CCC county eligibility table at the time of contract approval.

In this situation, County Offices shall add the C/S or incentive amount for the unavailable practices to the C/S or incentive amount of 1 or more technical practices on the contract.

Example: An interim technical practice has a C/S amount of \$750 on NRCS-LTP-11. However, the practice is not yet on the CCC county eligibility table for selection. The \$750 for this practice is added to the C/S amount of \$1,000 for technical practice 682, which is also listed on NRCS-LTP-11. \$1,750 is entered as the C/S or incentive amount for technical practice 682.

When the technical practice is added to CCC county eligibility table, County Offices shall:

- reduce the C/S or incentive amount on the applicable practice to its correct amount
- add the practice to CCC-1200 through option 3, "Approval Process", with the correct C/S or incentive amount.

Example: Technical practice code "1100 A" is established for the interim practice in the previous subparagraph and is provided through a regular county release. The new practice is flagged as eligible on the CCC county eligibility table. The contract is accessed through option 3, "Approval Process", and the following actions are taken on Screen EEB24000:

- "Cmd20" or "Shift F8" is used to access technical practice 682. The C/S or incentive amount is reduced from \$1750 to \$1000.
- "Cmd16" or "Shift F4" is pressed, and technical practice "1100 A" is added to the contract with a C/S or incentive amount of \$750 entered for the practice.--*

Continued on the next page

***--94.5 Processing Technical Practices (Continued)**

**I
Erroneously
Entered
Technical
Practices**

If a technical practice is entered erroneously, the technical practice code itself cannot be changed using “Cmd20” or “Shift F8” on Screen EEB24005. The erroneously entered technical practice must be deleted using “Cmd24” or “Shift F12”, then the correct technical practice must be added using “Cmd16” or “Shift F4”. All data relating to the technical practice must also be re-entered.

Example: Both of the following technical practices are eligible for EQIP in a county:

- 312, Waste management system (No)
- 313, Waste storage facility (No).

Technical practice 312 is to be added to a contract, but 313 was erroneously added, with the data for 312. Technical practice 313 is not approved for use on the contract.

Technical practice 313 must be deleted using “Cmd24” or “Shift F12”. Technical practice 312 must be added using “Cmd16” or “Shift F4”, and all of the data for the practice re-entered.--*

*--95 CCC-1200 Dates Screen EEB26005

A
Example of
Screen
EEB26005

This is an example of Screen EEB26005.

```

Conservation      069-NATCHOTICHES      Selection      EEB26005
CCC-1200 Dates Screen      Version: AC89  06-29-2001 13:11 Term E4
-----
Contract Number: 2001 0008      Program:  EQIP      Fund Code: 229999/2001*
Farm NO:      2690      Tract NO: 799
Producer ID:   436 54 5081 S      Name:      JERRY CROOKS

-Dates- Application Submitted:      03032001
       Selected for Plan Development: 03042001

Contract Approved:      _____
Contract Ending Date:   _____

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

***--95 CCC-1200 Dates Screen EEB26005 (Continued)**

B
Completing Complete Screen EEB26005 as follows.--*
Screen
EEB26005

Step	Action
1	<p>Modify the following dates, if needed:</p> <ul style="list-style-type: none"> • application submitted date previously entered through option 1, "Create CCC-1200", according to paragraph 31 • selected for plan development date previously entered through option 2, "Update CCC-1200", according to paragraph 44.
2	<p>Enter the contract:</p> <ul style="list-style-type: none"> • *--approved date as the date by CCC representative's signature in CCC-1200, item 11 • ending date as the: <ul style="list-style-type: none"> • anniversary date of the contract approval <p>Note: See EQIP Manual, paragraph 515.112 (k).</p> <ul style="list-style-type: none"> • year in which final payment is expected to be issued for the last practice scheduled for implementation on NRCS-LTP-11-E or equivalent document or 5 years from the date of approval. <p>Important: EQIP contracts must be for a minimum of 5 years. The system--* will require the year to be at least 5 years after the year of EQIP contract approval, even if the final payment for the last practice is expected to be issued in less than 5 years.</p> <p>* * *</p>
3	<p>PRESS "Enter" after entries have been made or modified as appropriate.</p> <p>The data modified through this option will be updated to the contract and ledger files, and Screen EEB27000 will be displayed with the message, "Contract approval has been recorded".</p>

96 CCC-1200 Process Status Screen EEB27000

A
Example of
Screen
EEB27000

This is an example of Screen EEB27000.

*--

```

Conservation          069-NATCHOTICHES          Entry    EEB27000
CCC-1200 Process Status Screen          Version: AC89 06-29-2001 13:14 Term E4
-----

```

```

Contract Number: 2001 0008          Program:  EQIP          Fund Code: 229999/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:      436 54 5081 S  Name:      JERRY CROOKS
To print a form or letter, place an "X" next to the one(s) to be printed
before entering an option or command key.

```

___ Print CCC-1200

___ Print Contract Approval Letter

- | | |
|------------------------|--------------------------|
| 1. Create CCC-1200 | 6. Cancellation Process |
| 2. Update CCC-1200 | 7. Reinstatement Process |
| 3. Approval Process | 8. Deletion Process |
| 4. Disapproval Process | 9. Print CCC-1200 |
| 5. Deferral Process | |

```

Enter option and press "Enter".
Enter=Continue Cmd7=End
IM: Contract information has been updated.

```

B
Ledger Entry

When the ledger file is updated, an approval entry is posted for each applicable fund code to the following ledgers for the amount entered on Screen EEB23005:--*

- Sequential Ledger Entry Report EEB425-R007
- Sequential Contracts Report EEB425-R008.

The entry will consist of the following:

- an addition to column 4, "Amount Approved"
- a subtraction from column 7, "Balance Available for Commitment".

Continued on the next page

96 CCC-1200 Process Status Screen EEB27000 (Continued)

C

**Completing
Screen
EEB27000**

Complete Screen EEB27000 according to the following table.

Step	Action	
1	IF...	THEN...
	only CCC-1200 is to be printed	ENTER "X" in the "Print CCC-1200" field.
	both CCC-1200 and letter are to be printed	ENTER "X" in the following fields: <ul style="list-style-type: none"> • "Print CCC-1200" • "Print Contract Approval Letter".
	only the letter is to be printed	ENTER "X" in the "Print Contract Approval Letter" field.
	neither CCC-1200 nor the letter are to be printed	do not enter "X" in either field.
2	IF additional CCC-1200 processing is...	THEN...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	*--PRESS "Cmd7" or "F7" to return to Menu EEB200.--*

Continued on the next page

96 CCC-1200 Process Status Screen EEB27000 (Continued)

C
 Completing
 Screen
 EEB27000
 (Continued)

Step	Action	
3	IF CCC-1200 or letter was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" *--or "F7" was pressed in step 2.--*	Screen EZZ80000 will be displayed based on the actions taken in step 1. Enter the printer ID and the number of copies to be printed, and PRESS "Enter". The number of copies of CCC-1200 or letter entered on Screen EZZ80000 will be printed, and the first screen of the option selected in step 2 or Menu EEB200 will be displayed.
	not selected to be printed	The first screen of the option selected in step 2 or Menu EEB200 will be displayed.

97-110 Reserved

*--Section 6 CCC-1200 Approval Option for Contract Modifications

111 Using the Approval Option

A
**Option 3,
Approval
Process**

This is an example of Menu EEB200, with option 3 highlighted.

```

COMMAND                                                    EEB200  E3
Conservation CCC-1200 Contract Menu
-----
1.  Create CCC-1200           10.  CCC-1200 Reports/Forms Menu
2.  Update CCC-1200          11.  Print/Update CCC-1200 Letters
3.  Approval Process
4.  Disapproval Process
5.  Deferral Process
6.  Cancellation Process
7.  Reinstatement Process
8.  Deletion Process
9.  Print CCC-1200

                                20.  Return To Application Primary Menu
                                21.  Return To Application Selection Screen
                                22.  Return To Office Selection Screen
                                23.  Return To Primary Selection Menu
                                24.  Sign Off

Cmd3=Previous Menu
Enter Option and press "Enter".

```

--*

Continued on the next page

***--111 Using the Approval Option (Continued)**

B**Guidelines**

This section addresses the mechanics of processing Menu EEB200, option 3, after initial CCC-1200 approval has been recorded through option 3.

The following are the most important guidelines about processing Menu EEB200, option 3, **after** original CCC-1200 approval has been recorded.

- All CCC-1200 modifications that impact CCC-1200 approval amount and/or technical practices are processed through option 3.
- The following CCC-1200 items can be modified, if needed, through option 3:

- hydrologic unit
- supplemental fund codes

Note: Supplemental fund codes may also be added.

- current CCC-1200 approval amount
- some technical practice data

Note: Technical practices may also be added and deleted, if necessary.

- CCC-1200 approval and ending dates.--*

Continued on the next page

***-111 Using the Approval Option (Continued)**

B**Guidelines
(Continued)**

- At the end of option 3, the opportunity will be provided to update applicable, active CCC-1245's associated to the contract, if changes have been made to any of the following:
 - hydrologic unit
 - supplemental fund codes
 - current CCC-1200 approval amount
 - technical practice data
 - CCC-1200 approval and ending dates.

Notes: The system will automatically process the CCC-1245 option appropriate to the status of each CCC-1245 selected to be processed.

This is the "looping process".--*

***--112 CCC-1200 Basic Data Screen EEB23005**

A
Accessing
Option 3

ENTER "3" on Menu EEB200, and PRESS "Enter". Screen EEB20500 will be displayed.

B
Example of
Screen
EEB20500

This is an example of Screen EEB20500.

```

Conservation 069-NATCHITOCHEs          Entry          EEB20500
CCC-1200 Selection Screen  Version: A001 01-04-2001  15:18  Term E3
-----
                          Approval Process

Enter: Contract Number      2001  23  ____
OR   Last 4 Positions
      of Producer ID        _____

OR   Farm Number           _____

NOTE:  Leave all fields blank to do an inquiry against
        Name & Address File.

Enter=Continue Cmd7=End
    
```

Enter the contract number to be updated, and press "Enter". Screen EEB23005 will be displayed.--*

Continued on the next page

*--112 CCC-1200 Basic Data Screen EEB23005 (Continued)

C
Example of
Screen
EEB23005

This is an example of Screen EEB23005.

```

Conservation          069-NATCHOTICHES          Selection          EEB23005
CCC-1200 Basic Data Screen  Version: AC89 06-29-2001 12:13 Term E4
-----
Contract Number: 2001 0002      Program: EQIP Fund Code: 229999/2001
Farm NO:          198           Tract NO: 943
Producer ID:      22 069 0073 T Name:      THELMA BLALOCK

Estimated Total Program Payment:          3000

Hydrological Unit:          08009000033402

Does This Contract Have Supplemental Fund Codes (Y or N)? N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Screen EEB23005 was displayed as Screen EEB23000 in Menu EEB200, option 2.

D
Estimated Total
Program
Payment

The estimated total program payment cannot be changed through this option. It was first entered on Screen EEB23000 through Menu EEB200, option 2, and can only be changed through option 2, the option through which it was first entered.--*

Continued on the next page

***--112 CCC-1200 Basic Data Screen EEB23005 (Continued)**

E

Hydrologic Unit

The hydrologic unit can be changed on Screen EEB23005 through this option. However, it is unlikely that it will need to be changed after CCC-1200 approval, unless it was erroneously entered when CCC-1200 initial approval was recorded.

If the hydrologic unit needs to be modified, make the modification.

F

Supplemental Fund Code

The question, "Does this contract have supplemental fund codes?", will be displayed with the answer previously entered. The entry may be changed under this option.

IF entry...	THEN...
does not need to be changed	PRESS "Enter". Screen EEB24000 will be displayed.
is being changed from "N" to "Y"	Enter "Y", and PRESS "Enter". Screen EEB23010 will be displayed.
is being changed from "Y" to "N"	Enter "N", and PRESS "Enter". Warning Screen EEB23001 will be displayed.

--*

Continued on the next page

*--112 CCC-1200 Basic Data Screen EEB23005 (Continued)

F
Supplemental
Fund Code
(Continued)

Only supplemental fund codes which have been made eligible on the CCC county eligibility table and have been approved for use with the primary fund code will be displayed on Screen EEB23010. Up to 4 supplemental fund codes may be selected.

The following is an example of Screen EEB23010.

```

Conservation          069-NATCHOTICHES          Selection      EEB23010
CCC-1200 Supplemental Fund Code Screen Version: AC89 06-29-2001 08:41 Term E4
-----
                                Program: EQIP          Fund Code: 229999/1997

                                Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to Contract

      Fund Code      Description
      Y 228001/1997      Contract Modification Retro Fund

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

ENTER "Y" by each supplemental fund code to be used on the contract, and PRESS "Enter". Screen EEB24000 will be displayed.--*

Continued on the next page

*--112 CCC-1200 Basic Data Screen EEB23005 (Continued)

F
Supplemental
Fund Code
(Continued)

This is an example of Screen EEB23001. To remove the supplemental fund codes, ENTER "Y", and PRESS "Enter". Screen EEB24000 will be displayed.

If the supplemental fund codes are **not** to be removed, ENTER "N", and PRESS "Enter". Screen EEB23005 will be redisplayed.

```

Conservation          069-NATCHOTICHES          Selection      EEB23001
CCC-1200 Basic Data Screen          Version: AC89  07-03-2001 09:13 Term E4
-----
Contract Number: 2001 0007          Program:  EQIP          Fund Code: 220004/2001*
Farm NO:          2690          Tract NO: 799
Producer ID:     436 54 5081 S    Name:      JERRY CROOKS

                          W A R N I N G

You have changed the flag associating supplemental fund codes from
"Y" to "N". If you continue, all supplemental fund codes currently
associated with this contract will be removed.

Do you wish to proceed and ignore warnings (Y or N)?           N 
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

*--113 CCC-1200 Approval Screen EEB24000

A
Examples of
Screen
EEB24000

Screen EEB24000 is an important screen, because it displays ledger balances for CCC-1200. This is an example of Screen EEB24000 for a contract with a single fund code.

```

Conservation          037-EAST FELICIANO          Selection      EEB24000
CCC-1200 Approval Screen          Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 2000 0027          Program:  EQIP          Fund Code: 220031/2001
Farm NO:          886          Tract NO: 7465
Producer ID:     434 21 4016 S      Name:      JOE BUTLER

          Program Balance:          15,000
Fund Code: 220031/2001          Overall Contract Value:          50,000

          Change (+/-)          Contract
C/S Amount Approved:          _____          Balances
Performance Amount Approved:          50,000
Performance Amount Earned:          4,700
Balance Available:          4,700
Unapproved Contract Balance:          45,300
Amount CCC-1245's Issued:          30,000
          15,300

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

Continued on the next page

*--113 CCC-1200 Approval Screen EEB24000 (Continued)

A
Examples of
Screen
EEB24000
(Continued)

The following are examples of Screen EEB24000 for a contract with multiple fund codes. The first example is the primary fund code, and the second example is the supplemental fund code. "Page Down" is used to roll between the 2 screens.

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4

Contract Number: 1997 0008	Program: EQIP	Fund Code: 229999/1997*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 229999/1997		Program Balance:	0
		Overall Contract Value:	50,000
	Change (+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:	_____	40,000	50,000
Performance Amount Approved:		34,700	34,700
Performance Amount Earned:		34,700	24,700
Balance Available:		5,300	15,300
Unapproved Contract Balance:		0	10,000
Amount CCC-1245's Issued:		5,300	5,300
MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

Conservation CCC-1200 Approval Screen	069-NATCHOTICHES Version: AC89	Selection 06-29-2001 12:44	EEB24000 Term E4

Contract Number: 1997 0008	Program: EQIP	Fund Code: 229999/1997*	
Farm NO: 2690	Tract NO: 799		
Producer ID: 436 54 5081 S	Name: JERRY CROOKS		
Fund Code: 228001/1997		Program Balance:	2,500
		Overall Contract Value:	50,000
	Change (+/-)	Fund Code Balances	Contract Balances
C/S Amount Approved:	_____	10,000	50,000
Performance Amount Approved:		0	24,700
Performance Amount Earned:		0	24,700
Balance Available:		10,000	15,300
Unapproved Contract Balance:		10,000	10,000
Amount CCC-1245's Issued:		0	5,300
MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund Code			

--*

Continued on the next page

***--113 CCC-1200 Approval Screen EEB24000 (Continued)**

**B
Processing
Screen
EEB24000**

The C/S Amount Approved for CCC-1200 is the only item that can be changed on Screen EEB24000. All increases or decreases to CCC-1200's approval amount are recorded on Screen EEB24000.

The following are the most likely reasons CCC-1200's approval amount may need to be modified after the original approval is recorded. The amount may need to be

- increased, because of the receipt of additional funds for an error or omission
- decreased, to remove unused slippage when CCC-1200 expires, or CCC-1200 is being split because of reconstitution.

Use the following table to process actions on Screen EEB24000 for each fund code on a contract..

IF the C/S Amount Approved for any fund code on the contract...	THEN...
needs to be increased or decreased	<ul style="list-style-type: none"> • for contracts with multiple fund codes, PRESS "Page Down" until the fund code which needs adjusted is displayed • enter the amount of the increase or decrease in the "Change(+/-)" field • after all fund codes have been processed, PRESS "Enter" • Screen EEB24005 will be displayed.
does not need to be modified	<ul style="list-style-type: none"> • PRESS "Enter" to bypass Screen EEB24000 • Screen EEB24005 will be displayed.

--*

Continued on the next page

***--113 CCC-1200 Approval Screen EEB24000 (Continued)**

C

Field

The following table contains a description of all of the fields on Screen EEB24000.

Descriptions

A separate Screen EEB24000 will display for each fund code included on the contract. For contracts with multiple fund codes, the field descriptions apply to the column "Fund Code Balances". The column labeled "Contract Balances" is the sum of all fund codes applicable to the contract.

Field	Description
Program Balance	This is the amount currently in the Sequential Ledger Entry Report, column 7, "Balance Available for Commitment". This amount should be zero most of the time when fund codes are being processed for which the FY of obligation has already passed.
C/S Amount Approved	<p>This is the current amount obligated to CCC-1200, less earnings from prior FY's, which were subtracted during FY rollover. It is the amount in column 4 on the Sequential Contracts Report ledger for the fund code.</p> <p>If a contract contains more than 1 fund code, the contract will appear on the reports for each associated fund code with the applicable amounts for each fund code. Each fund code on the contract will have a separate Screen EEB24000, even when the fund code has no funds attached to it for that contract.</p>
Performance Amount Approved and Earned	These are the total C/S-incentive earnings for CCC-1200 from all CCC-1245's for the current FY. Both amounts appear in columns 5 and 6, respectively, on the Sequential Contracts Report ledger, and should always be equal.
Balance Available	This is the portion of CCC-1200's C/S amount approved that has not been earned yet. The C/S amount approved, minus performance amount earned, is the balance available. This amount appears in column 7 on the Sequential Contracts Report ledger.

--*

Continued on the next page

*--113 CCC-1200 Approval Screen EEB24000 (Continued)

C

Field Descriptions (Continued)

Important: If a contract has multiple fund codes, the fields described in the table are displayed in the "Fund Code Balances" column on Screen EEB24000.

Field	Description
Unapproved Contract Balance	<p>This is the portion of CCC-1200 for which no CCC-1245's have been created.</p> <p>For example, CCC-1200 is approved for \$50,000 for fund code 229999/2000. CCC-1245's have been created for 3 technical practices with a total of \$20,000 C/S-incentive approved between them. The \$50,000 (approved) minus \$20,000 (practices) is equal to \$30,000, which is the unapproved contract balance.</p>
Amount CCC-1245's Issued	<p>This is the sum of the C/S-incentive amount approved for all CCC-1245's created for CCC-1200, for which earnings have not been recorded.</p> <p>Note: Slippage is also included in this amount.</p> <p>For example, control number 1999 0006 has a C/S-incentive amount of \$15,000 minus \$2,250 earned is equal to \$12,750. Control number 1999 0007 has a C/S-incentive amount of \$2,550, and no earnings have been recorded. \$12,750 plus \$2,550 is equal to \$15,300.</p> <p>Note: The balance available minus the unapproved contract balance is also equal to the amount of CCC-1245's issued.</p>

--*

*--114 CCC-1200 Technical Practice Screen EEB24005

A
Screen
EEB24005

The following are examples of Screen EEB24005. The top version of the screen displays CCC-1200's first 6 technical practices. The bottom version displays CCC-1200's remaining technical practices, after "Shift and Roll" (Page Down) have been pressed to scroll to the next technical practices.

```

Conservation          037-EAST FELICIANO          Selection          EEB24005
CCC-1200 Technical Practice Screen  Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 1997 0008      Program:  EQIP      Fund Code: 229999/1997*
Farm NO:          2690          Tract NO: 790
Producer ID:      434 21 4016 S  Name:      JERRY CROOKS

Overall Contract Value:          50,000      Total Amt to be Distributed:      2,000

  Technical Extent      Total C/S-Inc Offer Year CCC-1245 Extent C/S-Inc
#   Code   Approved  C/S-Inc  Level  Level Sched  CTL NO.  Perform  Earned
1   312      1.0      28000    75    75  1998  19980003    1.0  28000
2   97      55.5      100    100    1999  19990010    55.5    0
3  348      1.0      3500    75    55  1999  19990011    1.0  3500
4  645      80.0      100    1999  19990012    80.0    0
5  430 AAA  1300.0    7000    75    65  2000  20000006   300.0  2000
6  382      7000.0    3000    70    70  2001  20010003
Totals:                                48500                                33500
MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
    
```

```

Conservation          037-EAST FELICIANO          Selection          EEB24005
CCC-1200 Technical Practice Screen  Version: AC89  07-03-2001 12:42 Term E5
-----
Contract Number: 1997 0008      Program:  EQIP      Fund Code: 229999/1997*
Farm NO:          2690          Tract NO: 790
Producer ID:      434 21 4016 S  Name:      JERRY CROOKS

Overall Contract Value:          50,000      Total Amt to be Distributed:      2,500

  Technical Extent      Total C/S-Inc Offer Year CCC-1245 Extent C/S-Inc
#   Code   Approved  C/S-Inc  Level  Level Sched  CTL NO.  Perform  Earned
1   382      50.0          75          2001  20010004
2   382     100.0      1500    75    55  2002
3   645      80.0      2000    100   100  2003
4   430 AAA   300.0      75          2004
5   382     100.0      3000    70    70  2005
Totals:                                48500                                33500
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
    
```

--*

Continued on the next page

***--114 CCC-1200 Technical Practice Screen EEB24005 (Continued)**

B

**Processing
Screen
EEB24005**

Process actions on Screen EEB24005 according to the following table.

IF...	THEN...
no technical practice additions, changes, or deletions need to be made	PRESS "Enter". Screen EEB26005 will be displayed.
1 or more technical practices need to be added	<ul style="list-style-type: none"> • add technical practices according to subparagraph 94.5 A. • when all technical practices have been added, ensure that the "Amount to be Distributed" is 0 or greater • PRESS "Enter". Screen EEB26005 will be displayed.
a technical practice's information needs to be changed	<ul style="list-style-type: none"> • change the information according to subparagraph 94.5 B <p>Important: All information may be changed for technical practices for which CCC-1245 has not been created.</p> <p>All information, except the technical practice itself, the fund code, and the offered level, may be changed for technical practices for which CCC-1245's have been created.</p> <ul style="list-style-type: none"> • when all changes have been made, ensure that the "Amount to be Distributed" is 0 or greater • PRESS "Enter". Screen EEB26005 will be displayed.

--*

Continued on the next page

*--114 CCC-1200 Technical Practice Screen EEB24005 (Continued)

B
Processing
Screen
EEB24005
(Continued)

IF...	THEN...
<p>a technical practice needs to be deleted</p>	<ul style="list-style-type: none"> • delete the technical practice according to subparagraph 94.5 C <p>Note: A technical practice can be deleted under either of the following conditions:</p> <ul style="list-style-type: none"> • no CCC-1245 is associated to the technical practice • there is CCC-1245 associated to the technical practice, but it has been canceled. <ul style="list-style-type: none"> • ensure that the “Amount to be Distributed” is 0 or greater • PRESS “Enter”. Screen EEB26005 will be displayed.

--*

Continued on the next page

*--114 CCC-1200 Technical Practice Screen EEB24005 (Continued)

C

Data

The following table contains a description of data displayed on Screen EEB24005.

Descriptions

Item	Description
Overall Contract Value	<p>This is the original C/S amount approved for CCC-1200 plus or minus any modifications to CCC-1200's original approval amount over the life of the contract. It is a cumulative figure, and is not reduced by contract earnings during FY rollovers.</p> <p>Example: Contract 1998 0023 was originally approved for \$50,000. An increase of \$4,000 is made later. The overall contract value is \$54,000. The contract is later decreased by \$11,000. The overall contract value is \$43,000.</p> <p>Unless contract modifications are made, the overall contract value will equal the original contract approval amount.</p>
Amount to be Distributed	<p>This is the portion of the overall contract value that has not been assigned to technical practices as the C/S-incentive amount approved for a practice. It is a holding place for contract funds uncommitted to technical practices.</p> <p>Slippage from finally performed CCC-1245's, if any, will be held in the amount to be distributed until it is used for another technical practice or de-obligated from CCC-1200 after it expires.</p>
Technical Practice Information	<p>These are displayed on Screen EEB24005. Any processing that needs to be performed on technical practices must be done through Menu EEB200, option 3.</p>

--*

Continued on the next page

*--114 CCC-1200 Technical Practice Screen EEB24005 (Continued)

**C
Data
Descriptions
(Continued)**

Item	Description
C/S-Incentive Earned	<p>This amount is updated with the C/S-incentive earned amount for each technical practice when partial and/or final performance is recorded.</p> <p>If there is slippage, the total C/S-incentive approved amount for the technical practice will be reduced to the C/S-incentive earned for the practice. The slippage amount will be placed in the amount to be distributed.</p> <p>The total C/S-incentive approved amount for the technical practice is not adjusted when partial performance has been recorded.</p> <p>Examples: Control number 1998 0003 was originally approved for \$30,000. Final performance was recorded as \$28,000. The practice had slippage of \$2,000. The C/S-incentive approved was reduced to the amount earned and there is \$2,000 in the amount to be distributed.</p> <p>Control number 2000 0006 has partial performance recorded. The C/S-incentive approved for the practice is \$7,000, and \$2,000 has been earned so far through partial performance.</p>
Calculation	The total of the "Total C/S-Inc." column plus the amount to be distributed will always equal the overall contract value.

--*

*--115 CCC-1200 Dates Screen EEB26005

A
Example of
Screen
EEB26005

This is an example of Screen EEB26005.

Conservation	069-NATCHOTICHES	Selection	EEB26005
CCC-1200 Dates Screen	Version: A001	01-04-1999 15:18	Term E3

Contract NO: 1998 0023	Program: EQIP	Fund Code: 220005/1998	
Farm NO: 2553	Tract NO: 456		
Producer ID: 430 15 2440 S	Name: JAMES W. MAXEY		
--Dates--	Application Submitted:	02111998	
	Selected for Plan Development:	04301998	
	Contract Approved:	<u>05111998</u>	
	Contract Ending Date:	<u>05112008</u>	
Note: Enter dates in MMDDCCYY format.			
Enter=Continue	Cmd4=Previous Screen	Cmd7=End	

Only the last 2 dates on Screen EEB26005 may be changed through option 3, because they are the only dates that were initially entered through option 3.

The first 2 dates may be changed through Menu EEB200, option 2, "Update CCC-1200", only. It is unlikely that they will need to be changed.

- Application submitted date was initially entered through Menu EEB200, option 1, "Create CCC-1200".
- Selected for plan development date was initially entered through Menu EEB200, option 2, "Update CCC-1200". Like the estimated total program payment, they were entered through option 2 initially, and can be modified through option 2 only.

If no changes need to be made on Screen EEB26005, PRESS "Enter" to bypass the screen.

The system will check for differences between CCC-1200 and any associated CCC-1245's according to paragraph 116.--*

***--116 Checks Performed by the System**

**A
System Checks**

When “Enter” is pressed on Screen EEB26005, the system performs the following 2 checks behind the scenes. This begins the looping process.

- The system will determine whether there are active CCC-1245’s associated to the contract.

Note: An active CCC-1245 is one that can still be accessed, which means it is **not** in any of the following categories:

- has been canceled
- has been canceled, then deleted
- final performance has been recorded, but access to the control number is denied, because it is past the cutoff date.

Note: The cutoff date is March 15 following the date the practice was completed.

Example: The date the practice was completed is July 11, 1999. The cutoff date for accessing CCC-1245 is March 15, 2000.

The results of the first check will be processed according to this table.

IF 1 or more active CCC-1245’s are...	THEN...
found	the second check will be performed according to this paragraph.
not found	<ul style="list-style-type: none"> • option 2 processing will be concluded • the second check will not be performed • Screen EEB27000 will be displayed according to paragraph 119.

--*

Continued on the next page

***--116 Checks Performed by the System (Continued)**

**A
System Checks
(Continued)**

- The system will determine whether there are any differences in the following items between each individual CCC-1245 and CCC-1200:
 - hydrologic unit
 - the following technical practice data:
 - extent
 - C/S-incentive approved, even if performance has been recorded
 - fund code
 - livestock indicator
 - contract approved date.

Note: Any differences will be the result of changes made through option 3 to these CCC-1200 items, which are carried over to CCC-1245's.

The results of the second check will be processed according to this table.

<p>IF differences in the hydrologic unit, technical practice data, or contract approved date between CCC-1200 and any CCC-1245's are...</p>	<p>THEN...</p>
<p>not found</p>	<ul style="list-style-type: none"> • option 3 processing will be concluded • Screen EEB27000 will be displayed according to paragraph 119.
<p>found</p>	<p>Screen EEB28805 will be displayed.</p>

--*

*--117 CCC-1200 Associated CCC-1245's Screen EEB28805

A
Example of
Screen
EEB28805

This is an example of Screen EEB28805.

```

Conservation                069-NATCHOTICHES                EEB28805
CCC-1200 Associated CCC-1245's  Version:  A001      01-04-1999   15:18   Term E3
-----
Contract NO:   1998 0023      Program:   EQIP      Fund Code:  220005/1998
Farm NO:       126           Tract NO:   416
Producer ID:   438 18 7789 S Name:      WILLIAM H FRANKLIN JR

                        A T T E N T I O N

The associated CCC-1245's to this contract may have to be corrected.  The
reasons for this are as follows:

-- The CCC-1200 has a new hydrological unit.
-- A CCC-1245 has a different hydrological unit than the CCC-1200.
-- The CCC-1200 has a new contract approval date.
-- A CCC-1245 has a different contract approval date than the CCC-1200.
-- Technical Practice Data associated to a CCC-1245 has been updated.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: One or more control numbers associated to CCC-1200 must be updated.

```

Screen EEB28805 is displayed to alert the user when differences in the hydrologic unit, specified technical practice data, or contract approval date are found between CCC-1200 and 1 or more active CCC-1245's.

On the example screen in this subparagraph, all possible reasons for differences are listed.

Only messages that reflect actual changes made will be displayed.

Example: If only changes to technical practice data are made, only the messages applicable to technical practice data will be displayed.

The screen in this subparagraph indicates that the hydrologic unit, data for at least 1 technical practice, and the contract approval date have been changed.--*

Continued on the next page

*--117 CCC-1200 Associated CCC-1245's Screen EEB28805 (Continued)

B
About Possible
Differences

A change in:

- the hydrologic unit or contract approved date will affect all active CCC-1245's, because both are the same for all CCC-1245's
- an individual technical practice's information will affect only 1 active CCC-1245, because any individual technical practice can be used on only one CCC-1245.

C
Processing
Screen
EEB28805

The system requires only those CCC-1245's to be updated that have both of the following conditions:

- had **any** performance recorded
- the C/S-incentive amount approved has been **increased**.

If any CCC-1245's fall under these conditions, processing cannot continue until CCC-1245's have been updated through the looping process at the end this option.

The system does not require CCC-1245's to be updated if these conditions **do not** exist for them. This includes CCC-1245's that have **not** had any performance recorded, but the C/S-incentive amount has been increased or decreased.

Note: The 1 difference from Menu EEB200, option 2, is that option 2 does not require **any** CCC-1245's to be updated before processing can continue, regardless of what changes were made.

For CCC-1245's not required to be updated, each individual CCC-1245 can be accessed through a Menu EEB300 option appropriate to the CCC-1245's status, as in option 2. Any changes made to the hydrologic unit, applicable technical practice data, including changes in the fund code, or contract approval date through Menu EEB200, option 3, will be updated to CCC-1245 through the CCC-1245 option selected.

Recommendation: Update all CCC-1245's now, rather than accessing CCC-1245's from Menu EEB300 to update them. It is more convenient to take care of them now, when CCC-1200 and all CCC-1245's can be updated at the same time. This way, all CCC-1245's are kept "in sync" with the contract too.--*

Continued on the next page

***--117 CCC-1200 Associated CCC-1245's Screen EEB28805 (Continued)**

C

**Processing
Screen
EEB28805
(Continued)**

Process actions on Screen EEB28805 according to the following table.

IF CCC-1245's are...	THEN...
to be updated now	<ul style="list-style-type: none"> • ENTER "Y" in response to the question on Screen EEB28805, and PRESS "Enter" • Screen EEB29000 will be displayed according to paragraph 118.
not to be updated now	<ul style="list-style-type: none"> • ENTER "N" in response to the question on Screen EEB28805, and PRESS "Enter" • option 3 processing will be concluded without updating any CCC-1245's • Screen EEB27000 will be displayed according to paragraph 119.

--*

*--118 CCC-1200 Associated CCC-1245's Screen EEB29000

A
Example of
Screen
EEB29000

This is an example of Screen EEB29000.

```

Conservation                069-NATCHOTICHES                EEB29000
CCC-1200 Associated CCC-1245's  Version:  A001  01-04-2001  15:18  Term E3
-----
Contract NO:  1998 0023      Program:  EQIP          Fund Code:  220005/1998
Farm NO:      2553          Tract NO:  456
Producer ID:  430 15 2440 S  Name:      JAMES W. MAXEY

          Control
          #      Number  Primary Producer  Discrepancies  Status
          #      Number  Primary Producer  (Press Help for  details)
FP       1      1998 0001  JAMES W MAXEY   A B C D E
PP       2      1999 0006  JAMES W MAXEY   A B C D E
          3      1999 0007  JAMES W MAXEY   A B C D

FP=Final performance recorded
PP=Partial performance recorded
NO MORE CONTROL NUMBERS
Enter=Continue Cmd4=Previous Screen  Cmd7=End          Cmd20=Change
          Help=Help Text
IM: Highlighted control numbers must be updated.
    
```

Screen EEB29000 displays all active CCC-1245's associated to CCC-1200, and any CCC-1245's that must be updated are highlighted.

- “FP” at the far left of a control number indicates that final performance has been recorded for the control number.
- “PP” at the far left of a control number indicates that partial, but no final performance, has been recorded for the control number.
- If nothing is displayed at the far left of the control number, the control number has not had any performance recorded.
- The discrepancy numbers indicate the type of differences that affect each CCC-1245. On the example screen in this subparagraph, all possible differences are listed. In reality, only messages that reflect actual changes will be displayed.

Note: See subparagraph B for an example of Help Screen H2900000, which lists the meaning of each discrepancy.--*

Continued on the next page

*--118 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)

B
Example of Help
Screen H2900000

This is an example of Screen H2900000.

```

Page 1 of 1                HELP TEXT FOR SCREEN EEB29000                H2900000

The associated CCC-1245's to this contract may have to be corrected.  The
codes and descriptions of the discrepancies are as follows:

1 = The CCC-1200 has a new farm number.
2 = Farm Number associated to a CCC-1245 is different than the CCC-1200.
3 = A tract has been added to the CCC-1200.
4 = A tract associated to a CCC-1245 is no longer associated to the CCC-1200.
5 = A producer has been added to the CCC-1200.
6 = A producer associated to a CCC-1245 is no longer associated
   to the CCC-1200.

A = The CCC-1200 has a new hydrological unit.
B = A CCC-1245 has a different hydrological unit than the CCC-1200.
C = The CCC-1200 has a new contract approval date.
D = A CCC-1245 has a different contract approval date than the CCC-1200.
E = Technical Practice Data associated to a CCC=1245 has been updated.

Enter=Continue

```

Discrepancies:

- 1 through 6 are applicable for Menu EEB200, option 2
- A through E are applicable for Menu EEB200, option 3.--*

Continued on the next page

***--118 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)**

C

About the Differences on Screen EEB29000

A change in:

- the hydrologic unit or contract approved date will affect all active CCC-1245's, because both are the same for all CCC-1245's
- data for an individual technical practice will affect only 1 active CCC-1245, because any individual technical practice can be used on only one CCC-1245.

D

Processing Screen EEB29000

The following table provides guidelines for processing Screen EEB29000.

Note: The 1 difference from Menu EEB200, option 2, is that option 2 does not require **any** CCC-1245's to be updated before processing can continue, regardless of what changes were made.

IF CCC-1245...	THEN...
has both of the following conditions: <ul style="list-style-type: none"> • any performance recorded • the C/S-incentive amount approved has been increased 	<ul style="list-style-type: none"> • the system requires CCC-1245 to be updated • processing cannot continue until CCC-1245 has been updated.
does not have both of the above conditions Note: This includes CCC-1245's that have not had any performance recorded, but the fund code associated to the practice has changed or the C/S-incentive amount has been increased or decreased.	<ul style="list-style-type: none"> • the system does not require CCC-1245 to be updated • update CCC-1245's that have not had any performance recorded • update CCC-1245's that have partial or final performance recorded, and technical practice data has been changed • it is left to the County Office's discretion whether or not to update CCC-1245's that have partial or final performance recorded and only the hydrologic unit and/or contract approval date have been changed.

--*

Continued on the next page

***--118 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)**

**D
Processing
Screen
EEB29000
(Continued)**

If none of the CCC-1245's listed on Screen EEB29000 need to be updated, PRESS "Enter" to bypass the screen. Screen EEB27000 will be displayed according to paragraph 119.

If 1 or more CCC-1245's listed on Screen EEB29000 need to be updated, access each control number to be updated, in turn, by using "Cmd20" or "Shift F8".

- When each control number is accessed, the system will automatically access Menu EEB300, CCC-1245 processing option appropriate to the status of the individual CCC-1245.

Example: When control number 1998 0001 is accessed, the system knows to access the final performance option.

- When the CCC-1245 processing option appropriate for the control number is accessed, only those screens that are related to the data on CCC-1200 that was modified will be displayed.
- Make any changes to needed to CCC-1245, and PRESS "Enter" after each screen is displayed.--*

Continued on the next page

*--118 CCC-1200 Associated CCC-1245's Screen EEB29000 (Continued)

D
Processing
Screen
EEB29000
(Continued)

As each control number is updated, Screen EEB29000 will be redisplayed as follows:

- with the numeric discrepancy codes removed
- indicating that the control number has been corrected.

```

Conservation                069-NATCHOTICHES                EEB29000
CCC-1200 Associated CCC-1245's Version: A001 01-04-1999 15:18 Term E3
-----
Contract NO: 1998 0023      Program:  EQIP          Fund Code:  220005/1998
Farm NO:      126          Tract NO:  416
Producer ID:  438 18 7789 S Name:    JAMES W MAXEY

                Control                               Discrepancies
                #      Number      Primary Producer  (Press Help for
                #      Number      JAMES W MAXEY    details)
FP              1      1998 0001  JAMES W MAXEY    A B C D E
PP              2      1999 0006  JAMES W MAXEY    A B C D
                3      1999 0007  JAMES W MAXEY
                                                CORRECTED

FP=Final performance recorded
PP=Partial performance recorded
NO MORE CONTROL NUMBERS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd20=Change
                Help=Help Text
    
```

After all applicable control numbers have been updated, PRESS "Enter". Screen EEB27000 will be displayed, updating all contract and CCC-1245 changes to the contract file.

Suggestion: To keep track of CCC-1245 corrections, it might be helpful to screen print Screen EEB29000 after all applicable CCC-1245's have been corrected, and file the screen print in the contract folder.--*

*--119 CCC-1200 Process Status Screen EEB27000

A
Example of
Screen EEB27000

This is an example of Screen EEB27000 when option 3 processing is complete.

```

Conservation          069-NATCHOTICHES          Entry          EEB27000
CCC-1200 Process Status Screen          Version: AC89 07-16-2001 11:48 Term E4
-----
Contract Number: 1999 0670          Program: EQIP          Fund Code: 229999/1999
Farm NO:          519          Tract NO: 593
Producer ID:      433 47 4727 S          Name:          RHODA E STEVENSON

To print a form or letter, place an "X" next to the one(s) to be printed
before entering an option or command key.

__ Print CCC-1200

__ Print CCC-1245          __ Print Contract Approval Letter
                           Slippage Report will be printed.

          1. Create CCC-1200          6. Cancellation Process
          2. Update CCC-1200          7. Reinstatement Process
          3. Approval Process          8. Deletion Process
          4. Disapproval Process      9. Print CCC-1200
          5. Deferral Process

Enter option and press "Enter".
Enter=Continue Cmd7=End
IM: Contract and CCC-1245 information has been updated.
    
```

Continued on the next page

***--119 CCC-1200 Process Status Screen EEB27000 (Continued)**

B

Screen EEB27000 Data Data is updated to the contract file according to the table when Screen EEB27000 is displayed.

IF...	THEN...
only CCC-1200 data was modified	<ul style="list-style-type: none"> • the contract file will be updated to reflect CCC-1200 changes that were made • the message, "Contract information has been updated", will be displayed on Screen EEB27000 • only CCC-1200 can be printed from Screen EEB27000.
both CCC-1200 and CCC-1245 data was modified	<ul style="list-style-type: none"> • the contract file will be updated to reflect both CCC-1200 and CCC-1245 changes that were made • the message, "Contract and CCC-1245 information has been updated", will be displayed on Screen EEB27000 • the following can be printed from Screen EEB27000: <ul style="list-style-type: none"> • CCC-1200 • all CCC-1245's for all control numbers associated to CCC-1200 that were updated through option 3.

--*

120-130 (Reserved)

**Section 7 Disapproval, Deferral, Cancellation,
*--Reinstatement, Deletion, and Printing Processes--***

131 Disapproving CCC-1200's

A

**Reasons for
Disapproval**

Menu EEB200, option 4, "Disapproval Process", shall be used to record disapproved CCC-1200's.

COC or representative shall disapprove CCC-1200's at any time until CCC-1200 has been approved by COC, with NRCS concurrence, as applicable. Reasons CCC-1200's may be disapproved include, but are not limited to, the following:

- the applicant or land is ineligible
- the applicant has reached the program payment limitations
- the applicant withdrew CCC-1200 before it was approved
- funds are insufficient to approve CCC-1200
- CCC-1200 did not rank high enough to be approved
- CCC-1200 was determined to be in a low priority category through the screening process
- the applicant has a deferred CCC-1200, and any of the following occurs:
 - there is no subsequent application period held in which the application can be considered
 - requests that the application not be considered again
 - does not inform COC within 30 calendar days of receiving deferral notification to consider the application in the next application period.

All disapproved CCC-1200's shall be entered in the system according to subparagraph D.

Note: Refer to the EQIP Manual for policy pertaining to contract approval or disapproval.

Continued on the next page

131 Disapproving CCC-1200's (Continued)

B

**Disapprovals
Recorded in
Error or
Appealed**

* * *

CCC-1200's for which a disapproval has been recorded in the system under either *--of the following conditions shall be reinstated according to paragraph 134:

- in error
- applicant's appeal has been granted.--*

C

**CCC-1200's
That Cannot Be
Disapproved**

CCC-1200's with the following statuses cannot be disapproved:

- canceled
- approved.

D

**Recording
CCC-1200
Disapprovals**

Record CCC-1200 disapprovals as follows.

Step	Action	
1	ENTER "4" on Menu EEB200, and PRESS "Enter". Screen EEB20500 will be displayed.	
2	Enter the contract number to be disapproved, and PRESS "Enter". Screen EEB20505 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the contract selected • the question, "Is this the CCC-1200 to be disapproved? (Y or N)", at the bottom of the screen. 	
3	IF CCC-1200 displayed is...	THEN ENTER...
	the contract to be disapproved	"Y", and PRESS "Enter". Screen EEB27000 will be displayed with the message, "CCC-1200 has been disapproved".
	not the contract to be disapproved	"N", and PRESS "Enter". <ul style="list-style-type: none"> • Screen EEB20500 will be displayed. Enter another contract number and ENTER "Y" on Screen EEB20505. • Screen EEB27000 will be displayed with the message, "CCC-1200 has been disapproved".

Continued on the next page

*--133 Canceling CCC-1200's (Continued)

D**Impacts of
Canceling
CCC-1200
(Continued)**

Subparagraphs E through G contain examples of how canceling an approved CCC-1200 will affect the ledgers.

- Example 1 - CCC-1200 is canceled in the year of contract approval; there are no earnings on the contract.
- Example 2 - CCC-1200 is canceled in the year following contract approval; there are earnings on the contract at the time of cancellation.
- Example 3 - CCC-1200 is canceled 3 years following contract approval; there are no earnings on the contract in the year of cancellation. However, in previous FY's, earnings have been recorded.

Notes: Cancellation will not affect ledgers or contract balances for CCC-1200's that are not approved at the time of cancellation. This is because unapproved CCC-1200's have no funds attached to them or ledgers.

In the examples provided, no attempt is made to explain why an approved contract might need to be canceled. They only explain the effects of canceling an approved contract on the ledgers.

Monthend balances are not included on any examples of Report EEB425-R007.--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

E

Example 1 - Contract 1998 0023 is approved in FY 1998 for \$50,000. Before cancellation in CCC-1200 Has FY 1998, ledger balances are as follows. There are no outstanding CCC-1245's. No Earnings

Sequential Ledger Entry Report

*--

LOUISIANA	U.S. Department of Agriculture		Prepared: 09-02-1998	
NATCHOTICHES	Farm Service Agency		As of: 09-02-1998	
Report ID: EEB425-R007	County Allocation Control Ledger		Page:	1
Ledger Code: EQIP	Sequential Ledger Entry		Fiscal Year:	1998
Fund Code: 220005/1998	Date From 10-01-1997 Thru 09-02-1998			
Desc: Bayou D'Arbonne				

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* PERFORMED * AMOUNT APPROVED	* BALANCE * AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
07-19-1998	ALLOCATION	85,000			85,000
08-15-1998	C/S APPROVED 19980023	JAMES W MAXEY	50,000		35,000
08-15-1998	C/S APPROVED 19980016	LOUIS GOTTSCHALK	30,000		5,000
09-02-1998	CURRENT BALANCE	85,000	80,000		5,000

Sequential Contracts Report Ledger EEB425-R008

LOUISIANA	U.S. Department of Agriculture		Prepared: 09-02-1998	
NATCHOTICHES	Farm Service Agency		As of: 09-02-1998	
Report ID: EEB425-R008	County Allocation Control Ledger		Page:	1
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year:	1998
Fund Code: 220005/1998	Date From 10-01-1997 Thru 09-02-1998			
Desc: Bayou D'Arbonne				

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* PERFORMED * AMOUNT APPROVED	* BALANCE * AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
09-02-1998	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	30,000		30,000
09-02-1998	CURRENT BALANCE 1998 0023	JAMES W MAXEY	50,000		50,000
09-02-1998	TOTALS		80,000		80,000

--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

E

**Example 1 -
CCC-1200 Has
No Earnings
(Continued)**

When contract 1998 0023 is **canceled** in **FY 1998**, the same FY in which it is approved, the following impacts on the ledgers occur.

Sequential ledger Entry Report EEB425-R007 - A cancellation transaction is posted to the ledger causing the contract's C/S approved amount of \$50,000 to be:

- subtracted from column 4
- added to column 7.

*--

LOUISIANA		U.S. Department of Agriculture		Prepared: 09-05-1998	
NATCHOTICHES		Farm Service Agency		As of: 09-05-1998	
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1998	
Fund Code: 220005/1998		Date From 10-01-1997 Thru 09-05-1998			
Desc: Bayou D'Arbonne					

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * PERFORMED * APPROVED * AMOUNT	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)
07-19-1998	ALLOCATION	85,000		85,000
08-15-1998	C/S APPROVED 19980023		50,000 JAMES W MAXEY	35,000
08-15-1998	C/S APPROVED 19980016		30,000 LOUIS GOTTSCHALK	5,000
09-05-1998	CANCELLED 2553 19980023		50,000- JAMES W MAXEY	55,000
09-05-1998	CURRENT BALANCE	85,000	30,000	55,000

--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

E

Example 1 - Sequential Contracts Report Ledger EEB425-R008 - The contract's C/S approved amount of \$50,000 is subtracted from columns 4 and 7.

CCC-1200 Has No Earnings (Continued)

*--

LOUISIANA		U.S. Department of Agriculture	Prepared: 09-05-1998
NATCHOTICHES		Farm Service Agency	As of: 09-05-1998
Report ID: EEB425-R008		County Allocation Control Ledger	Page: 1
Ledger Code: EQIP		Sequential Contracts Report	Fiscal Year: 1998
Fund Code: 220005/1998		Date From 10-01-1997 Thru 09-05-1998	
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.) *	ALLOCATION * AND CHANGES * AMOUNT	* AMOUNT * APPROVED	COST-SHARE ASSISTANCE PERFORMED * AMOUNT APPROVED*	* BALANCE * AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
09-05-1998	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	30,000		30,000
09-05-1998	CURRENT BALANCE 1998 0023	JAMES W MAXEY	0		0
09-05-1998	TOTALS		30,000		30,000

--*

The impacts on the ledgers would be similar if the contract is canceled in a subsequent FY, but no earnings for the FY are recorded at the time of cancellation.

Example: Contract 1998 0023 is canceled in FY 2001. Of the \$50,000 originally approved for the contract, \$12,600 are earned in FY's 1999 and 2000, leaving the contract's C/S approved amount of \$37,400.

When the contract is canceled, \$37,400, instead of \$50,000, is the amount subtracted from column 4 on both ledgers, column 7 on Report EEB425-R008, and added to column 7 on Report EEB425-R007.

Continued on the next page

133 Canceling CCC-1200's (Continued)

F

**Example 2 -
CCC-1200 Has
Current FY
Earnings**

Contract 1998 0023 is approved in FY 1998 for \$50,000. **Before cancellation in FY 1999**, ledger balances are as follows. There are no outstanding CCC-1245's. However, a total of **\$4,700** are **earned** on the contract in FY 1999 through CCC-1245 control number's 1998 0001 and 1999 0006.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 05-04-1999	
NATCHOTICHES		Farm Service Agency			As of: 05-04-1999	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 1999	
Fund Code: 220005/1998		Date From 10-01-1998 Thru 05-04-1999				
Desc: Bayou D'Arbonne						

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT	* PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT	
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
10-01-1998	CARRY FORWARD	80,000	80,000			0
10-02-1998	FINAL PAYMENT 1998 0001 2553 19980023 JAMES W MAXEY			2,450	2,450	0
03-15-1999	FINAL PAYMENT 1999 0005 158 19980016 LOUIS GOTTSCHALK ***\$ 350 Slippage***			1,600	1,600	0
04-02-1999	PARTIAL PAYMENT 1999 0003 158 19980016 LOUIS GOTTSCHALK			6,000	6,000	0
04-25-1999	FINAL PAYMENT 1999 0006 2553 19980023 JAMES W MAXEY			2,250	2,250	0
05-04-1999	CURRENT BALANCE	80,000	80,000	12,300	12,300	0

--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

F
Example 2 - Sequential Contracts Ledger Report EEB425-R008
CCC-1200 Has
Current FY
Earnings
(Continued)

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 05-04-1999	
NATCHOTICHES		Farm Service Agency			As of: 05-04-1999	
Report ID: EEB425-R008		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Contracts Report			Fiscal Year: 1999	
Fund Code: 220005/1998		Date From 10-01-1998 Thru 05-04-1999				
Desc: Bayou D'Arbonne						

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* PERFORMED * AMOUNT APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
05-04-1999	CURRENT BALANCE 1998 0016 LOUIS GOTTSCHALK		30,000	7,600	22,400
05-04-1999	CURRENT BALANCE 1998 0023 JAMES W MAXEY		50,000	4,700	45,300
05-04-1999	TOTALS		80,000	12,300	67,700

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Continued on the next page

133 Canceling CCC-1200's (Continued)

F

**Example 2 -
CCC-1200 Has
Current FY
Earnings
(Continued)**

When **contract 1998 0023 was canceled in FY 1999**, the following impacts on the ledgers occur.

Sequential Ledger Entry Report EEB425-R007 - A cancellation transaction was posted to the ledger causing the unearned portion of the contract's C/S approved amount of **\$45,300** to be:

- subtracted from column 4
- added to column 7.

Notes: The \$45,300 unearned portion of the contract is the contract's C/S approved amount of \$50,000 minus total earnings in FY 1999 of \$4,700.

The contract's FY 1999 earnings are not impacted by the cancellation of the contract. Both CCC-1245's remain in the status of having final performance recorded. However, because the contract has been canceled, ***--neither CCC-1245's can be accessed, even though neither control--*** number is past the March 15th cutoff date.

Continued on the next page

133 Canceling CCC-1200's (Continued)

F
Example 2 -
CCC-1200 Has
Current FY
Earnings
(Continued)

*--

LOUISIANA		U.S. Department of Agriculture		Prepared: 05-04-1999		
NATCHOTICHES		Farm Service Agency		As of: 05-04-1999		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1999		
Fund Code: 220005/1998		Date From 10-01-1998 Thru 05-04-1999				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS. * ALLOCATION * COST-SHARE ASSISTANCE * BALANCE					
DATE	* (DESCR. - CONTROL NO. * AND CHANGES * AMOUNT * AMOUNT PERFORMED * AVAILABLE FOR					
	* FARM #, CNTR # - PROD.) * AMOUNT * APPROVED * AMOUNT APPROVED * AMOUNT EARNED * COMMITMENT					
----- (1)-----	----- (2)-----	----- (3)-----	----- (4)-----	----- (5)-----	----- (6)-----	----- (7)-----
10-01-1998	CARRY FORWARD	80,000	80,000			0
10-02-1998	FINAL PAYMENT 1998 0001 2553 19980023 JAMES W MAXEY			2,450	2,450	0
03-15-1999	FINAL PAYMENT 1999 0005 158 19980016 LOUIS GOTTSCHALK ***\$ 350 Slippage***			1,600	1,600	0
04-02-1999	PARTIAL PAYMENT 1999 0003 158 19980016 LOUIS GOTTSCHALK			6,000	6,000	0
04-25-1999	FINAL PAYMENT 1999 0006 2553 19980023 JAMES W MAXEY			2,250	2,250	0
05-04-1999	CANCELLED 2553 19980023 JAMES W MAXEY		45,300-			45,300
05-04-1999	CURRENT BALANCE	80,000	34,700	12,300	12,300	45,300

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Continued on the next page

133 Canceling CCC-1200's (Continued)

F

Example 2 - Sequential Contracts Report Ledger EEB425-R008 - The \$45,300 unearned portion of the contract's C/S amount was subtracted from columns 4 and 7.
CCC-1200 Has
Current FY
Earnings
(Continued)

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 05-04-1999	
NATCHOTICHES		Farm Service Agency			As of: 05-04-1999	
Report ID: EEB425-R008		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Contracts Report			Fiscal Year: 1999	
Fund Code: 220005/1998		Date From 10-01-1998 Thru 05-04-1999				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT EARNED	* COMMITMENT	
-----	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)-----
05-04-1999	CURRENT BALANCE		30,000	7,600	7,600	22,400
	1998 0016 LOUIS GOTTSCHALK					
05-04-1999	CURRENT BALANCE		4,700	4,700	4,700	0
	1998 0023 JAMES W MAXEY					
05-04-1999	TOTALS		34,700	12,300	12,300	22,400

--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

G

**Example 3 -
CCC-1200
Canceled in
Third Year, Has
No Earnings**

Contract 1998 0023 is approved in FY 1998 for \$50,000. In FY's 1999 and 2000, a total of \$15,000 is earned on the contract. Therefore, in **FY 2001**, the contract's unearned C/S approved amount is **\$35,000** (\$50,000 - \$15,000). No earnings are recorded for contract 1998 0023 in FY 2001.

Before cancellation in FY 2001, ledger balances are as follows. There are no outstanding CCC-1245's.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 08-25-2001	
NATCHOTICHES		Farm Service Agency			As of: 08-25-2001	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 2001	
Fund Code: 220005/1998		Date From 10-01-2000 Thru 08-25-2001				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED*	* AMOUNT EARNED*	* COMMITMENT
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
10-01-2000	CARRY FORWARD	42,000	42,000			0
03-15-2001	FINAL PAYMENT	2001 0002		3,000	3,000	0
	158 19980016 LOUIS GOTTSCHALK					
	\$ 1,000 Slippage					
08-25-2001	CURRENT BALANCE	42,000	42,000	3,000	3,000	0

--*

Continued on the next page

133 Canceling CCC-1200's (Continued)

G
Example 3 - Sequential Contracts Ledger Report EEB425-R008
CCC-1200
Canceled in
Third Year, Has
No Earnings
(Continued)

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 08-25-2001	
NATCHOTICHES		Farm Service Agency			As of: 08-25-2001	
Report ID: EEB425-R008		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Contracts Report			Fiscal Year: 2001	
Fund Code: 220005/1998		Date From 10-01-2000 Thru 08-25-2001				
Desc: Bayou D'Arbonne						

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
08-25-2001	CURRENT BALANCE 1998 0016 LOUIS GOTTSCHALK	7,000		3,000	4,000
08-25-2001	CURRENT BALANCE 1998 0023 JAMES W MAXEY	35,000			35,000
08-25-2001	TOTALS	42,000		3,000	39,000

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Continued on the next page

133 Canceling CCC-1200's (Continued)

G

**Example 3 -
CCC-1200
Canceled in
Third Year, Has
No Earnings
(Continued)**

When **contract 1998 0023 is canceled in FY 2001**, the following impacts on the ledgers occur.

Sequential Ledger Entry Report EEB425-R007 - A cancellation transaction is posted to the ledger causing the contract's remaining C/S approved amount of **\$35,000** to be:

- subtracted from column 4
- added to column 7.

Note: The contract's \$35,000 remaining C/S approved amount is the contract's C/S approved amount of \$50,000 minus total earnings from FY's 1999 and 2000 of \$15,000.

*--

LOUISIANA NATCHOTICHES Report ID: EEB425-R007 Ledger Code: EQIP Fund Code: 220005/1998 Desc: Bayou D'Arbonne		U.S. Department of Agriculture Farm Service Agency County Allocation Control Ledger Sequential Ledger Entry Date From 10-01-2000 Thru 08-25-2001			Prepared: 08-25-2001 As of: 08-25-2001 Page: 1 Fiscal Year: 2001		

* DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION AND CHANGES AMOUNT	* COST-SHARE ASSISTANCE AMOUNT APPROVED	* PERFORMED AMOUNT APPROVED	* AMOUNT EARNED	* BALANCE AVAILABLE FOR COMMITMENT	
-----	-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
10-01-2000	CARRY FORWARD	42,000	42,000			0	
03-15-2001	FINAL PAYMENT 158 19980016 LOUIS GOTTSCHALK ***\$ 1,000 Slippage***	2001 0002		3,000	3,000	0	
08-25-2001	CANCELED 2553 19980023 JAMES W MAXEY		35,000-			35,000	
08-25-2001	CURRENT BALANCE	42,000	7,000	3,000	3,000	35,000	

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Continued on the next page

133 Canceling CCC-1200's (Continued)

G

Example 3 - Sequential Contracts Report Ledger EEB425-R008 - The contract's remaining
CCC-1200 C/S approved amount of \$35,000 is subtracted from columns 4 and 7.
Canceled in
Third Year, Has
No Earnings
(Continued)

*--

LOUISIANA	U.S. Department of Agriculture		Prepared: 08-25-2001	
NATCHOTICHES	Farm Service Agency		As of: 08-25-2001	
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year: 2001	
Fund Code: 220005/1998	Date From 10-01-2000 Thru 08-25-2001			
Desc: Bayou D'Arbonne				

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.) *	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* PERFORMED * AMOUNT * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(7)
08-25-2001	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	7,000	3,000	4,000
08-25-2001	CURRENT BALANCE 1998 0023	JAMES W MAXEY	0		0
08-25-2001	TOTALS		7,000	3,000	4,000

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134 Reinstating CCC-1200's

A**Reasons for Reinstatement**

Menu EEB200, option 7, "Reinstatement Process", shall be used to reinstate CCC-1200's.

The reinstatement process allows CCC-1200's to be returned to an active status. Reasons CCC-1200's may be reinstated include, but are not limited to, the following:

- sufficient funds have become available in the current FY to approve deferred CCC-1200
- *--deferred CCC-1200 is being considered in the subsequent application period

Reminder: If the subsequent application period is in a different FY than the 1 in which CCC-1200 was deferred, change the fund code on CCC-1200 to 1 with the new FY, according to paragraphs 27 and 42.

- canceled CCC-1200 needs to be returned to active status

Note: This applies to CCC-1200's that, at the time of cancellation, were either:

- not approved
- approved.
- CCC-1200 disapproval, deferral, or cancellation was recorded in the system--* accidentally
- producer wins an appeal of a CCC-1200 disapproval determination.

Continued on the next page

134 Reinstating CCC-1200's (Continued)

--D*Impacts of
Reinstatement
(Continued)**

Subparagraphs E through H contain the following examples of how the reinstatement of CCC-1200 that was approved at the time of cancellation will affect the ledgers.

Example 1 - Funds on the ledger are insufficient to reinstate a contract.

Example 2 - CCC-1200 is reinstated in the year of approval and cancellation.

Example 3 - CCC-1200 is reinstated in the year of cancellation, 1 year after approval.

Example 4 - CCC-1200 is reinstated 5 years after cancellation and 6 years after approval.

Note: Reinstatement will not affect ledgers or contract balances for CCC-1200's that were not approved at the time of cancellation. This is because unapproved CCC-1200's have no funds attached to them or to ledgers.

In the examples provided, no attempt is made to explain why a canceled contract might need to be canceled. They only explain the effects of reinstating a contract that was approved at the time of cancellation on the ledgers.

Monthend balances are not included on any examples of Report
EEB425-R007.--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

E

**Example 1 -
Insufficient
Funds for
Reinstatement**

Contract 1998 0023 is approved in FY 1998 for \$50,000, and is canceled the same FY. Contract 1998 0073 is approved in FY 1998 for \$39,000 using part of the \$55,000 available on the Sequential Ledger Entry.

Note: The \$55,000 available includes the \$50,000 de-obligated from the cancellation of contract 1998 0023 and \$5,000 that are unobligated.

Ledger balances after these events follow.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 09-23-1998	
NATCHOTICHES		Farm Service Agency			As of: 09-23-1998	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 1998	
Fund Code: 220005/1998		Date From 10-01-1997 Thru 09-23-1998				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS. *	* ALLOCATION *	* COST-SHARE ASSISTANCE *		* BALANCE *	
DATE	(DESCR. - CONTROL NO. * AND CHANGES *	AMOUNT	AMOUNT	PERFORMED	AMOUNT EARNED	AVAILABLE FOR COMMITMENT
	* FARM #, CNTR # - PROD.) *	AMOUNT	APPROVED	AMOUNT APPROVED	AMOUNT EARNED	COMMITMENT
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
07-19-1998	ALLOCATION	85,000				85,000
08-15-1998	C/S APPROVED 19980023	JAMES W MAXEY	50,000			35,000
08-15-1998	C/S APPROVED 19980016	LOUIS GOTTSCHALK	30,000			5,000
09-05-1998	CANCELLED 2553 19980023	JAMES W MAXEY	50,000-			55,000
09-23-1998	C/S APPROVED 19980073	CHARLES IVES	39,000			16,000
09-23-1998	CURRENT BALANCE	85,000	69,000			16,000

--*

Contract 1998 0023 needs to be reinstated. However, only \$16,000 is available in column 7 on Report EEB425-R007. Funds are insufficient to reinstate the \$50,000 contract.

The County Office will need to obtain an additional \$34,000 from the State Office and post the allocation increase to the ledger before contract 1998 0023 can be reinstated.

Continued on the next page

134 Reinstating CCC-1200's (Continued)

E

**Example 2 -
Reinstatement in
FY of Approval
and Cancellation**

Contract 1998 0023 is approved in FY 1998 for \$50,000, and is canceled in the same FY.

Note: The balance available on the Sequential Ledger Entry Report EEB425-R007, is \$55,000, which includes the \$50,000 de-obligated when contract 1998 0023 is canceled and \$5,000 that are unobligated.

Ledger balances after these events follow.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA		U.S. Department of Agriculture		Prepared: 09-05-1998		
NATCHOTICHES		Farm Service Agency		As of: 09-05-1998		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1998		
Fund Code: 220005/1998		Date From 10-01-1997 Thru 09-05-1998				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* AMOUNT EARNED	* COMMITMENT
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
07-19-1998	ALLOCATION	85,000				85,000
08-15-1998	C/S APPROVED		50,000			35,000
	19980023	JAMES W MAXEY				
08-15-1998	C/S APPROVED		30,000			5,000
	19980016	LOUIS GOTTSCHALK				
09-05-1998	CANCELED		50,000-			55,000
	2553 19980023	JAMES W MAXEY				
09-05-1998	CURRENT BALANCE	85,000	30,000			55,000

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

E

Example 2 - Sequential Contracts Report Ledger EEB425-R008
Reinstatement in
FY of Approval
and Cancellation
(Continued)

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LOUISIANA	U.S. Department of Agriculture		Prepared: 09-05-1998
NATCHOTICHES	Farm Service Agency		As of: 09-05-1998
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year: 1998
Fund Code: 220005/1998	Date From 10-01-1998 Thru 09-05-1998		
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
-----	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----
09-05-1998	CURRENT BALANCE	30,000			30,000
	1998 0016 LOUIS GOTTSCHALK				
09-05-1998	CURRENT BALANCE	0			0
	1998 0023 JAMES W MAXEY				
09-05-1998	TOTALS	30,000			30,000

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

E

**Example 2 -
Reinstatement in
FY of Approval
and Cancellation
(Continued)**

In FY 1998, contract 1998 0023 needed to be reinstated. To reinstate contract 1998 0023, at least \$50,000 needs to be listed in column 7 on Sequential Ledger Entry Report EEB425-R007. The \$55,000 is still available, which is sufficient for reinstatement. The contract is reinstated according to this paragraph, and ledger balances after reinstatement follow.

Sequential Ledger Entry Report EEB425-R007 - A reinstatement transaction is posted to the ledger, causing the unearned portion of the contract's C/S approved amount of \$50,000 to be:

- added to column 4
- subtracted from column 7.

*--

LOUISIANA		U.S. Department of Agriculture		Prepared: 09-23-1998	
NATCHOTICHES		Farm Service Agency		As of: 09-23-1998	
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1998	
Fund Code: 220005/1998		Date From 10-01-1997 Thru 09-23-1998			
Desc: Bayou D'Arbonne					

DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. FARM #, CNTR # - PROD.)	* ALLOCATION AND CHANGES AMOUNT	* COST-SHARE ASSISTANCE AMOUNT	* PERFORMED APPROVED	* BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
07-19-1998	ALLOCATION	85,000			85,000
08-15-1998	C/S APPROVED 19980023	JAMES W MAXEY	50,000		35,000
08-15-1998	C/S APPROVED 19980016	LOUIS GOTTSCHALK	30,000		5,000
09-05-1998	CANCELLED 2553	19980023 JAMES W MAXEY	50,000-		55,000
09-23-1998	REINSTATEMENT 2553	19980023 JAMES W MAXEY	50,000		5,000
09-23-1998	CURRENT BALANCE	85,000	80,000		5,000

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

E

Example 2 - Sequential Contracts Ledger Report EEB425-R008 - The contract's \$50,000 C/S Reinstatement in approved amount is added back to columns 4 and 7.
FY of Approval and Cancellation
(Continued)

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LOUISIANA	U.S. Department of Agriculture		Prepared: 09-23-1998
NATCHOTICHES	Farm Service Agency		As of: 09-23-1998
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year: 1998
Fund Code: 220005/1998	Date From 10-01-1998 Thru 09-23-1998		
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
09-23-1998	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	30,000		30,000
09-23-1998	CURRENT BALANCE 1998 0023	JAMES W MAXEY	50,000		50,000
09-23-1998	TOTALS		80,000		80,000

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

G

**Example 3 -
Reinstatement in
FY Following
Cancellation**

Contract 1998 0023 is approved in **FY 1998** for \$50,000. In FY 1999, a total of \$4,700 is earned on the contract through control numbers 1998 0001 and 1999 0006.

Later in **FY 1999**, the unearned portion of **contract 1998 0023** is canceled, which is \$45,300. Ledger balances after cancellation follow.

Note: The \$45,300 unearned portion of the contract is the contract's C/S approved amount of \$50,000 minus total FY 1999 earnings of \$4,700.

Sequential Ledger Entry Report EEB425-R007

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LOUISIANA		U.S. Department of Agriculture		Prepared: 09-30-1999		
NATCHOTICHES		Farm Service Agency		As of: 09-30-1999		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1999		
Fund Code: 220005/1998		Date From 10-01-1998 Thru 09-30-1999				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* EARNED	
----	----	----	----	----	----	
(1)	(2)	(3)	(4)	(5)	(6)	
----	----	----	----	----	----	
10-01-1998	CARRY FORWARD	80,000	80,000		0	
10-02-1998	FINAL PAYMENT	1998 0001		2,450	2,450	
	2553 19980023	JAMES W MAXEY			0	
03-15-1999	FINAL PAYMENT	1999 0005		1,600	1,600	
	158 19980016	LOUIS GOTTSCHALK			0	
	\$ 350	Slippage				
04-02-1999	PARTIAL PAYMENT	1999 0003		6,000	6,000	
	158 19980016	LOUIS GOTTSCHALK			0	
04-25-1999	FINAL PAYMENT	1999 0006		2,250	2,250	
	2553 19980023	JAMES W MAXEY			0	
05-04-1999	CANCELLED		45,300-		45,300	
	2553 19980023	JAMES W MAXEY				
06-15-1999	FINAL PAYMENT	199 0003		1,200	1,200	
	158 19980016	LOUIS GOTTSCHALK			45,300	
09-30-1999	CURRENT BALANCE	80,000	34,700	13,500	13,500	
					45,300	

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

G

Example 3 - Sequential Contracts Report Ledger EEB425-R008
Reinstatement in
FY Following
Cancellation
(Continued)

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LOUISIANA	U.S. Department of Agriculture		Prepared: 09-30-1999	
NATCHOTICHES	Farm Service Agency		As of: 09-30-1999	
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year: 1999	
Fund Code: 220005/1998	Date From 10-01-1998 Thru 09-30-1999			
Desc: Bayou D'Arbonne				

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* AMOUNT EARNED * AMOUNT	* BALANCE * AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
09-30-1999	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	30,000	8,800	8,800	21,200
09-30-1999	CURRENT BALANCE 1998 0023	JAMES W MAXEY	4,700	4,700	4,700	0
09-30-1999	TOTALS		34,700	13,500	13,500	21,200

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Continued on the next page

134 Reinstating CCC-1200's (Continued)

G

**Example 3 -
Reinstatement in
FY Following
Cancellation
(Continued)**

In FY 2000, contract 1998 0023 needs to be reinstated. In FY 1999, the unearned portion of the contract's C/S approved amount is the \$45,300 canceled in FY 1999. To reinstate contract 1998 0023, at least \$45,300 needs to be listed in column 7 on Sequential Ledger Entry Report EEB425-R007.

Because no funds are available in column 7 on Sequential Ledger Entry Report EEB425-R007 in FY 2000, the County Office requests and obtains the necessary \$45,300 from the State Office. The allocation increase is posted to the ledger on 03-25-2000, after it is received from the State Office.

* * *

Ledger balances after the allocation increase is posted, but before the contract is reinstated, follow.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA	U.S. Department of Agriculture		Prepared: 03-15-2000		
NATCHOTICHES	Farm Service Agency		As of: 03-15-2000		
Report ID: EEB425-R007	County Allocation Control Ledger		Page:	1	
Ledger Code: EQIP	Sequential Ledger Entry		Fiscal Year:	2000	
Fund Code: 220005/1998	Date From 10-01-1999 Thru 03-15-2000				
Desc: Bayou D'Arbonne					

* DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* BALANCE * PERFORMED * APPROVED * AMOUNT EARNED	* BALANCE * AVAILABLE FOR * COMMITMENT
-----	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----
	(6)-----	(7)-----			
10-01-1999	CARRY FORWARD	21,200	21,200		0
03-15-2000	ALLOCATION	45,300			45,300
06-15-1999	CURRENT BALANCE	66,500	21,200		45,300

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

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Example 3 - Sequential Contracts Ledger Report EEB425-R008
Reinstatement in
FY Following
Cancellation
(Continued)

*--

LOUISIANA		U.S. Department of Agriculture	Prepared: 03-15-2000
NATCHOTICHES		Farm Service Agency	As of: 03-15-2000
Report ID: EEB425-R008		County Allocation Control Ledger	Page: 1
Ledger Code: EQIP		Sequential Contracts Report	Fiscal Year: 2000
Fund Code: 220005/1998		Date From 10-01-1998 Thru 03-15-2000	
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
03-15-2000	CURRENT BALANCE 1998 0016 LOUIS GOTTSCHALK		21,200		21,200
03-15-2000	TOTALS		21,200		21,200

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

G

**Example 3 -
Reinstatement in
FY Following
Cancellation
(Continued)**

In FY 2000, the contract is reinstated according to this paragraph, and ledger balances after reinstatement follow.

Sequential Ledger Entry Report EEB425-R007 - A reinstatement transaction is posted to the ledger, causing the unearned portion of the contract's C/S approved amount of \$45,300 to be:

- added to column 4
- subtracted from column 7.

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 03-15-2000	
NATCHOTICHES		Farm Service Agency			As of: 03-15-2000	
Report ID: EEB425-R008		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Contracts Report			Fiscal Year: 2000	
Fund Code: 220005/1998		Date From 10-01-1998 Thru 03-15-2000				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* AMOUNT EARNED	* COMMITMENT
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
03-15-2000	CURRENT BALANCE		21,200			21,200
	1998 0016	LOUIS GOTTSCHALK				
03-15-2000	CURRENT BALANCE		45,300			45,300
	1998 0023	JAMES W MAXEY				
03-15-2000	TOTALS		66,500			66,500

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

G

**Example 3 -
Reinstatement in
FY Following
Cancellation
(Continued)**

Sequential Contracts Ledger Report EEB425-R008 - The contract is added back to the ledger, and the unearned portion of its C/S approved amount of \$45,300 is added to columns 4 and 7.

*--

LOUISIANA	U.S. Department of Agriculture		Prepared: 03-15-2000
NATCHOTICHES	Farm Service Agency		As of: 03-15-2000
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year: 2000
Fund Code: 220005/1998	Date From 10-01-1998 Thru 03-15-2000		
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
03-15-2000	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	21,200		21,200
03-15-2000	CURRENT BALANCE 1998 0023	JAMES W MAXEY	45,300		45,300
03-15-2000	TOTALS		66,500		66,500

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

H

**Example 4-
Reinstatement 5
FY's After
Cancellation**

Contract 1998 0023 is approved in **FY 1998** for \$50,000. In **FY 1999**, a total of \$4,700 is earned on the contract through control numbers 1998 0001 and 1999 0006.

Later in **FY 1999**, the unearned portion of **contract 1998 0023** is canceled, which is \$45,300. Ledger balances after cancellation follow.

Note: The \$45,300 unearned portion of the contract is the contract's C/S approved amount of \$50,000 minus total FY 1999 earnings of \$4,700.

Sequential Ledger Entry Report EEB425-R007

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 09-30-1999	
NATCHOTICHES		Farm Service Agency			As of: 09-30-1999	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 1999	
Fund Code: 220005/1998		Date From 10-01-1998 Thru 09-30-1999				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* AMOUNT EARNED	* COMMITMENT
-----	-----	-----	-----	-----	-----	-----
(1)	(2)	(3)	(4)	(5)	(6)	(7)
10-01-1998	CARRY FORWARD	80,000	80,000			0
10-02-1998	FINAL PAYMENT 1998 0001 2553 19980023 JAMES W MAXEY			2,450	2,450	0
03-15-1999	FINAL PAYMENT 1999 0005 158 19980016 LOUIS GOTTSCHALK ***\$ 350 Slippage***			1,600	1,600	0
04-02-1999	PARTIAL PAYMENT 1999 0003 158 19980016 LOUIS GOTTSCHALK			6,000	6,000	0
04-25-1999	FINAL PAYMENT 1999 0006 2553 19980023 JAMES W MAXEY			2,250	2,250	0
05-04-1999	CANCELLED 2553 19980023 JAMES W MAXEY		45,300-			45,300
06-15-1999	FINAL PAYMENT 1999 0003 158 19980016 LOUIS GOTTSCHALK			1,200	1,200	45,300
09-30-1999	CURRENT BALANCE	80,000	34,700	13,500	13,500	45,300

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

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Example 4 - Sequential Contracts Report Ledger EEB425-R008

Reinstatement 5

FY's After

Cancellation

(Continued)

*--

LOUISIANA		U.S. Department of Agriculture	Prepared: 09-30-1999
NATCHOTICHES		Farm Service Agency	As of: 09-30-1999
Report ID: EEB425-R008		County Allocation Control Ledger	Page: 1
Ledger Code: EQIP		Sequential Contracts Report	Fiscal Year: 1999
Fund Code: 220005/1998		Date From 10-01-1998 Thru 09-30-1999	
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* AMOUNT EARNED *	* BALANCE * AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
09-30-1999	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	30,000	8,800	8,800	21,200
09-30-1999	CURRENT BALANCE 1998 0023	JAMES W MAXEY	4,700	4,700	4,700	0
09-30-1999	TOTALS		34,700	13,500	13,500	21,200

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

H

**Example 4 -
Reinstatement 5
FY's After
Cancellation
(Continued)**

In FY 2004, contract 1998 0023 needs to be reinstated. Between FY's 1999 and 2003, the only other approved contract on the ledger (1998 0016) earned \$20,000 of its original \$30,000 C/S approved amount. Therefore, at the beginning of FY 2004, the carry forward amounts on both ledgers is the remaining \$10,000 C/S approved amount for contract 1998 0016.

No funds are available to reinstate the \$45,300 unearned portion of contract 1998 0023. \$45,300 is obtained from the * * * State Office, posted to the ledger as an allocation increase, and the contract is reinstated.

Ledger balances reflecting these events follow.

Sequential Ledger Entry Report EEB425-R007 - A reinstatement transaction is posted to the ledger, causing the unearned portion of the contract's C/S approved amount of \$45,300 to be:

- added to column 4
- subtracted from column 7.

*--

LOUISIANA		U.S. Department of Agriculture			Prepared: 12-10-2003	
NATCHOTICHES		Farm Service Agency			As of: 12-10-2003	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 2004	
Fund Code: 220005/1998		Date From 10-01-2003 Thru 12-10-2003				
Desc: Bayou D'Arbonne						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* AMOUNT EARNED	* COMMITMENT
----	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)-----
10-01-2003	CARRY FORWARD	10,000	10,000			0
12-10-2003	ALLOCATION	45,300				45,300
12-10-2003	REINSTATEMENT		45,300			0
	2553 19980023	JAMES W MAXEY				
12-10-2003	CURRENT BALANCE	55,300	55,300			0

--*

Continued on the next page

134 Reinstating CCC-1200's (Continued)

H

Example 4 - Sequential Contracts Ledger Report EEB425-R008 - The \$45,300 unearned
Reinstatement 5 portion of the contract's C/S amount is added to columns 4 and 7.
FY's After
Cancellation
(Continued)

*--

LOUISIANA	U.S. Department of Agriculture		Prepared: 12-10-2003
NATCHOTICHES	Farm Service Agency		As of: 12-10-2003
Report ID: EEB425-R008	County Allocation Control Ledger		Page: 1
Ledger Code: EQUIP	Sequential Contracts Report		Fiscal Year: 2004
Fund Code: 220005/1998	Date From 10-01-2003 Thru 12-10-2003		
Desc: Bayou D'Arbonne			

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * APPROVED	* ASSISTANCE * PERFORMED * APPROVED	* BALANCE * AVAILABLE FOR * COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)
12-10-2003	CURRENT BALANCE 1998 0016	LOUIS GOTTSCHALK	10,000		10,000
12-10-2003	CURRENT BALANCE 1998 0023	JAMES W MAXEY	45,300		45,300
12-10-2003	TOTALS		55,300		55,300

--*

135 Deleting CCC-1200's

A

Reasons for Deletion

Menu EEB200, option 8, "Deletion Process", shall be used to delete CCC-1200's.

*--The only CCC-1200's that shall be deleted are:

- those that have been erroneously entered

Important: Use the deletion option with extreme caution. When CCC-1200 is deleted, it is erased from the contract file and cannot be recovered.--*

- duplicate CCC-1200's.

* * *

B

***--Determining CCC-1200 Availability for Deletion**

Use this table to determine whether or not CCC-1200 can be deleted.

IF CCC-1200 is in...	THEN CCC-1200...
either of the following active statuses: <ul style="list-style-type: none"> • has been created in the system, but no ranking determination has been recorded <p style="padding-left: 40px;">Note: The "STATUS" column on CCC-1200 Status Report EEB715-R001 is blank when no ranking determination has been recorded.</p> <ul style="list-style-type: none"> • selection for plan development has been recorded in the system 	cannot be deleted unless it is first canceled in the system according to paragraph 133.
the active status of being approved	cannot be deleted.
any of the following inactive statuses: <ul style="list-style-type: none"> • deferred • disapproved • canceled, if CCC-1200 was approved at the time of cancellation 	cannot be deleted.
the inactive status of being canceled and CCC-1200 was not approved at the time of cancellation	can be deleted.

--*

135 Deleting CCC-1200's (Continued)

C

--Instructions for Deleting-- Delete CCC-1200's as follows.
CCC-1200's

Step	Action	
1	ENTER "8" on Menu EEB200, and PRESS "Enter". Screen EEB20500 will be displayed.	
2	Enter the contract number to be deleted and PRESS "Enter". Screen EEB20505 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the contract selected • the question, "Is this the CCC-1200 to be deleted? (Y or N)", at the bottom of the screen. 	
3	IF CCC-1200 displayed is...	*--THEN...
	the contract to be deleted	<ul style="list-style-type: none"> • ENTER "Y", and PRESS "Enter". • Screen EEB27000 will be displayed with the message, "CCC-1200 has been deleted." • CCC-1200 has been deleted from the contract file and is no longer available to be accessed.
	not the contract to be deleted	ENTER "N", and PRESS "Enter". <ul style="list-style-type: none"> • Screen EEB20500 will be displayed. Enter another contract number, and ENTER "Y" on Screen EEB20505. • Screen EEB27000 will be displayed with the message, "CCC-1200 has been deleted". Options to print CCC-1200 or a letter are not provided.
4	IF additional CCC-1200 processing is...	THEN on Screen EEB27000...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter". The first screen of the option selected will be displayed.
	not needed	*--PRESS "Cmd7" or "F7" to return to Menu EEB200. --*

***--136 Printing CCC-1200's**

A

**Printing
CCC-1200**

Menu EEB200, option 9, "Print CCC-1200", shall be used to print CCC-1200 when no other processing is being performed.

Any active CCC-1200 may be printed using option 9. The purpose of this option is to allow printing of CCC-1200 without going through the complete update or approval process. Print CCC-1200's as follows.

Step	Action	Result
1	ENTER "9" on Menu EEB200, and PRESS "Enter".	Screen EEB20500 will be displayed.
2	Enter the contract number to be printed, and PRESS "Enter".	Screen EEB27000 will be displayed with information at the top of the screen about the contract selected.
3	IF CCC-1200 displayed is...	THEN on Screen EEB27000...
	the contract to be printed	ENTER "X" in the "Print CCC-1200" field.
	not the contract to be printed	do not enter "X" in the "Print CCC-1200" field.
4	IF additional CCC-1200 processing is...	THEN on Screen EEB27000...
	needed	Enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB200.
5	IF CCC-1200 was...	THEN...
	selected to be printed in step 3	Screen EZZ80000 will be displayed. <ul style="list-style-type: none"> • Enter the printer ID and the number of copies to be printed, and PRESS "Enter". • The number of copies of CCC-1200 entered on Screen EZZ80000 will be printed, and the first screen of the option selected in step 4 or Menu EEB200 will be displayed.
	not selected to be printed	the first screen of the option selected in step 4 or Menu EEB200 will be displayed.

--*

137-140 (Reserved)

Part 4 CCC-1200 Reports and Blank Forms

141 Accessing Conservation CCC-1200 Reports/Forms Menu EEB700

A
Accessing
Menu EEB700

*--ENTER "10" on Menu EEB200 to access Menu EEB700.

B
Example of
Menu EEB700

This is an example of Menu EEB700.

```
COMMAND                                EEB700                                E4  
Conservation CCC-1200 Reports/Forms Menu  
-----
```

1. CCC-1200's Referred for Ranking
2. CCC-1200's Selected for Plan Development
3. CCC-1200 Status Report
4. CCC-1200 Technical Practice Status Report
5. CCC-1200 Detail Fund Code Report
6. CCC-1200 Summary Fund Code Report
7. Print Blank CCC-1200

20. Return To Application Primary Menu
21. Return To Application Selection Screen
22. Return To Office Selection Screen
23. Return To Primary Selection Menu
24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

--*

142 CCC-1200's Referred for Ranking Report EEB710-R001

A**About Report
EEB710-R001**

Report EEB710-R001 is a cumulative list of all CCC-1200's entered in the system for a signup period subdivided into separate reports by * * * fund code and NRCS office. CCC-1200's listed need to be referred to NRCS for ranking.

Example: Barbour County has the following eligible fund codes and NRCS offices that will rank Barbour County's CCC-1200's:

- *--540025/2002 • Barbour
- 549999/2002 • Preston.

Barbour County has CCC-1200's entered in the system for fund code:

- 540025/2002 with both Barbour and Preston NRCS offices
- 549999/2002 with Barbour NRCS office only.

When the report is generated for all fund codes, separate reports will be generated in the following order:

- 540025/2002, Barbour NRCS office
- 540025/2002, Preston NRCS office
- 549999/2002, Barbour NRCS office.--*

Important: This report is **cumulative**. It will list **all** CCC-1200's for a signup period, even those CCC-1200's for which NRCS has completed the contract application evaluation.

B**When to Print**

County Offices shall print Report EEB710-R001 for all fund codes at least once each week during each signup period, and at the end of each signup.

CED shall verify that CCC-1200's listed on the report are correct, and sign and date each report.

The original signed reports shall be forwarded to the NRCS office indicated in the upper left corner of the report each week, and at the end of the signup period. The County Office shall maintain copies of the signed report in a folder labeled "EQIP 2 Reports and Statistics".

Note: Yellow is the color code for EQIP.

Continued on the next page

142 CCC-1200's Referred for Ranking Report EEB710-R001 (Continued)

C

Canceled and Disapproved CCC-1200's

If CCC-1200's are canceled or disapproved during a signup period, they will no longer be listed on Report EEB710-R001. County Offices shall annotate on the report any canceled or disapproved CCC-1200's, to indicate that contract application evaluation is no longer needed for those CCC-1200's and they should not be ranked.

If the canceled or disapproved CCC-1200's were never included on any of the reports provided to NRCS, no notation is necessary.

D

***--Printing Report EEB710-R001**

Print Report EEB710-R001 as follows.

Step	Action		Result
1	ENTER "1" on Menu EEB700.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50555 will be displayed.
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	
	all fund codes	leave the "Enter # of Fund Code" field blank, and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

142 CCC-1200's Referred for Ranking Report EEB710-R001 (Continued)

E

Example of Report EEB710-R001

This is an example of Report EEB710-R001.

*--

WEST VIRGINIA BARBOUR		U.S. Department of Agriculture Farm Service Agency			Prepared: 05-15-2001	
Report ID: EEB710-R001		CCC-1200's Referred for Ranking			As of: 05-15-2001	
PROGRAM: EQIP					Page: 1	
FUND CODE: 540025/2001 Tygart Valley Watershed						
NRCS Office: BARBOUR						
CONTRACT	PRODUCER	PRODUCER	PRODUCER	PRIMARY	FARM	TRA
NUMBER	ID NUMBER	NAME	TYPE	PRODUCER	NUMBER	CT
2001 0126	234 55 1125	S William J. Miller Box 13 Philippi, WV 26416 304 457-1990	OP	Y	355	1255
	234 87 4417	S Ruth Hesse Route 1, Box 6 Belington, WV 26614 304 841-1111	OW	N		
	234 44 3516	S Rudolph Hesse Route 1, Box 6 Belington, WV 26614 304 841-1111	OW	N		
2001 0127	234 99 6555	S Porter Nestor Route 1, Box 95 Philippi, WV 26416 304 457-1188	OW	Y	799	1590 1233 1234
2001 0130	72 4163391	E Dew Drop Farm Route 38, Box 109 Valley Furnace, WV 25550 304 457-2867	OW	Y	435	3333 3554 4000
2001 0131	234 12 2268	S Carl Phillips PO Box 245 Philippi, WV 26416 304-457-6414	OW	Y	500	1500
NUMBER OF CONTRACTS: 4						
_____ County Executive Director					_____ Date	

--*

Continued on the next page

142 CCC-1200's Referred for Ranking Report EEB710-R001 (Continued)

F**Description of
Report
EEB710-R001**

Report EEB710-R001 lists the following for all CCC-1200's within a specific * * * fund code and NRCS office, for which the application submitted date is the only date present in the contract file:

- contract number
 - the following information about each producer associated to CCC-1200:
 - producer ID
 - name
 - address
 - telephone number
 - producer type (OW, OP)
 - primary producer indicator (Y identifies the primary producer)
 - farm number associated to each CCC-1200
 - all tract numbers associated to each CCC-1200.
-

143 CCC-1200's Selected for Plan Development Report EEB710-R002

A**About Report
EEB710-R002**

Report EEB710-R002 is a cumulative list of all CCC-1200's:

- that have ranked high enough to have conservation plans developed
- that will be eligible for COC approval after conservation plans are completed
- for which there are sufficient funds on the ledger to approve
- that need to be referred to NRCS for conservation plan development.

CCC-1200's listed on this report will have:

- been selected for conservation plan development by COC
- had the selected for plan development date recorded in the system.

--This report is exactly like CCC-1200's "Referred for Ranking Report", except it contains CCC-1200's that have a later status. It is subdivided into separate reports by fund code and NRCS office.--

Continued on the next page

143 CCC-1200's Selected for Plan Development Report EEB710-R002 (Continued)

B**When to Print**

--County Offices shall print Report EEB710-R002 for all fund codes as soon--
as:

- CCC-1200's have been updated in the system with the selected for plan development date
- the selected for plan development letter has been generated for all applicable producers.

As conservation plans are completed and CCC-1200 approvals recorded, County Offices may reprint this report and forward to NRCS as a reminder of plans remaining to be developed.

Note: As contract approvals are recorded, approved CCC-1200's will no longer appear on the report.

CED shall verify that CCC-1200's listed on the report are correct, and sign and date each report.

The original signed reports shall be forwarded to the NRCS office indicated in the upper left corner of the report. The County Office shall maintain copies of the signed report in a folder labeled "EQIP 2 Reports and Statistics".

Note: Yellow is the color code for EQIP.

143 CCC-1200's Selected for Plan Development Report EEB710-R002 (Continued)

C

*--Printing

Print Report EEB710-R002 as follows.

Report

EEB710-R002

Step	Action		Result
1	ENTER "2" on Menu EEB700.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50555 will be displayed.
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	
	all fund codes	leave the "Enter # of Fund Code" field blank, and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

143 CCC-1200's Selected for Plan Development Report EEB710-R002 (Continued)

D

Example of Report EEB710-R002

This is an example of Report EEB710-R002.

*--

WEST VIRGINIA BARBOUR		U.S. Department of Agriculture Farm Service Agency			Prepared: 07-21-2001		
Report ID:	EEB710-R002	CCC-1200's Selected for Plan Development			As of: 07-21-2001		
PROGRAM:	EQIP				Page: 1		
FUND CODE:	540025/2001 Tygart Valley Watershed						
NRCS Office:	BARBOUR						
CONTRACT NUMBER	PRODUCER ID NUMBER	PRODUCER NAME	PRODUCER TYPE	PRIMARY PRODUCER	FARM NUMBER	TRACT NUMBER	
2001 0150	234 55 1125	S William J. Miller Box 13 Philippi, WV 26416 304 457-1990	OP	Y	355	1255	
	234 87 4417	S Ruth Hesse Route 1, Box 6 Belington, WV 26614 304 841-1111	OW	N			
	234 44 3516	S Rudolph Hesse Route 1, Box 6 Belington, WV 26614 304 841-1111	OW	N			
2001 0152	234 99 6555	S Porter Nestor Route 1, Box 95 Philippi, WV 26416 304 457-1188	OW	Y	799	1590 233 1234	
2001 0155	72 4163391	E Dew Drop Farm Route 38, Box 109 Valley Furnace, WV 25550 304 457-2867	OW	Y	435	3333 3554 4000	
NUMBER OF CONTRACTS: 3							
					_____ County Executive Director		
					_____ Date		

--*

Continued on the next page

143 CCC-1200's Selected for Plan Development Report EEB710-R002 (Continued)

E**Description of
Report
EEB710-R002**

Report EEB710-R002 lists the following for all CCC-1200's within a specific * * * fund code and NRCS office, for which both the application submitted and selected for plan development dates are the only dates present in the contract file:

- contract number
 - the following information about each producer associated to CCC-1200:
 - producer ID
 - name
 - address
 - telephone number
 - producer type (OW, OP)
 - primary producer indicator (Y identifies the primary producer)
 - farm number associated to each CCC-1200
 - all tract numbers associated to each CCC-1200.
-

144 CCC-1200 Status Report EEB715-R001

A**About Report
EEB715-R001**

Report EEB715-R001 is a list of all CCC-1200's in the system by * * * fund code, regardless of their status. It provides the following information about each CCC-1200:

- *--all producers, farm number, and all tracts associated to the contract--*
- the status of each contract
- various monetary balances for approved contracts, funds obligated to CCC-1245's, and the contract beginning and ending dates.

* * *

The report can be generated for the following options:

- *--all fund codes
 - single fund code--*
 - single contract number.
-

B**When to Print**

County Offices shall print Report EEB715-R001 for all * * * fund codes the last workday of each month to determine whether action is needed. Provide a copy of the report to NRCS if requested.

Important: The entire Report EEB715-R001 for all * * * fund codes printed on the last workday of FY must be maintained in a folder labeled "EQIP 2 Reports and Statistics". Yellow is the color code for EQIP.

Continued on the next page

C
Example of
Screen
EEB50500

This is an example of Screen EEB50500.

*--

```

Conservation          069-NATCHOTICHES          Rpt Print          EEB50500
County Report Selection Screen      Version: AC89 07-17-2001 09:12 Term E5
-----
                                CCC-1200 Status Report

                                1. List Selected Program(s) and Fund Code(s)

                                2. List Contract Number: _____
                                   (Leave blank to do inquiry)

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

144 CCC-1200 Status Report EEB715-R001 (Continued)

D

***--Printing**

Print Report EEB715-R001 as follows.

Report

EEB715-R001

Step	Action		Result
1	ENTER "3" on Menu EEB700.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50500 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	
	multiple contracts	"1", and PRESS "Enter".	Screen EEB50555 will be displayed.
	a single contract	the following, and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the desired contract number. 	Screen EEB50590 will be displayed while the report is being processed. Go to step 5.
4	IF the report is to be processed for...	THEN...	
	all fund codes	leave the "Enter # of Fund Code" field blank, and PRESS ENTER.	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	
5	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

144 CCC-1200 Status Report EEB715-R001 (Continued)

E

***--Example of Report EEB715-R001 for All Fund Codes**

This is an example of Report EEB715-R001 all fund codes.

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 08-15-2001			
BARBOUR		Farm Service Agency				As of: 08-15-2001			
Report ID: EEB715-R001		CCC-1200 Status Report				Page: 1			
PROGRAM: EQIP									
FUND CODE: ALL									
CONTRACT NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	CONTRACT VALUE	CONTRACT BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD

PROGRAM: EQIP FUND CODE: 540025/2001 Tygart Valley Watershed									
2001 0001	Rudolph Hesse Ruth Hesse William Miller	355	1255						
2001 0002	Porter Nestor	799	1590	Canceled					
			1233						
			1234						
2001 0005	Dew Drop Farm	435	3333	Selected					
			3554						
			4000						
2001 0006	Carl Phillips	500	1500						
PROGRAM TOTALS: 4									
PROGRAM: EQIP FUND CODE 549999/2001 Natural Resource Concerns									
2001 0003	Clarence Hull	1212	2288	Approved	50,000	50,000	40,000	10,000	08-01-2001
			599						08-01-2007
2001 0004	Ira Hovatter	111	66	Disapproved					
2001 0007	Marsh Brothers' Farm	3774	1441	Deferred					
			1488						
2001 0008	Samuel Miller	1097	889						
2001 0009	Joe Coffman	4451	1990						
PROGRAM TOTALS: 5									

--*

Continued on the next page

144 CCC-1200 Status Report EEB715-R001 (Continued)

F

*--Report

This is an example of Report EEB715-R001 for a single fund code.

EEB715-R001

for a Single Fund

Code

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 08-15-2001			
BARBOUR		Farm Service Agency				As of: 08-15-2001			
Report ID: EEB715-R001		CCC-1200 Status Report				Page: 1			
PROGRAM: EQIP									
FUND CODE: 549999/2001 Natural Resource Concerns									
CONTRACT NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	CONTRACT VALUE	CONTRACT BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD
PROGRAM: EQIP FUND CODE		549999/2001 Natural Resource Concerns							
2001 0003	Clarence Hull	1212	2288	Approved	50,000	50,000	40,000	10,000	08-01-2001 08-01-2007
2001 0004	Ira Hovatter	111	66	Disapproved					
2001 0007	Marsh Brothers	3774	1441	Deferred					
			1488						
2001 0008	Samuel Miller	1097	889						
2001 0009	Joe Coffman	4451	1990						
PROGRAM TOTALS:		5							

--*

Continued on the next page

144 CCC-1200 Status Report EEB715-R001 (Continued)

G
Report
EEB715-R001
for a Single
Contract

This is an example of Report EEB715-R001 for a single contract.

*--

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 08-15-2001			
BARBOUR		Farm Service Agency				As of: 08-15-2001			
Report ID: EEB715-R001		CCC-1200 Status Report				Page: 1			
PROGRAM: EQIP		FUND CODE: 549999/2001 Natural Resource Concerns							
CONTRACT NUMBER: 2001 0070									
CONTRACT NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	CONTRACT VALUE	CONTRACT BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD
PROGRAM: EQIP FUND CODE		549999/2001 Natural Resource Concerns							
2001 0007	Marsh Brothers	3774	1441	Deferred					
			1488						
PROGRAM TOTALS:		1							

--*

Continued on the next page

144 CCC-1200 Status Report EEB715-R001 (Continued)

H

Description of Report EEB715-R001

Report EEB715-R001 lists the following information for each contract number on the report.

Column	Description	
Applicant Name	Lists all producers associated to the contact.	
Farm Number	Lists the farm number associated to the contract.	
Tract Number	Lists all tract numbers associated to the contract.	
Status	Nothing is printed	CCC-1200 has been created in the system and is pending initial eligibility determinations and evaluations.
	Selected	CCC-1200 has been selected for plan development by COC. Both of the following dates have been recorded in the system for the contract: <ul style="list-style-type: none"> • application submitted • selected for plan development.
	Disapproved	CCC-1200 disapproval has been recorded in the system according to paragraph 131.
	Deferred	CCC-1200 deferral has been recorded in the system according to paragraph 132.
	Canceled	CCC-1200 cancellation has been recorded in the system according to paragraph 133.
	Approved	CCC-1200 approval has been recorded in the system and funds obligated on the ledger. All of the following dates have been recorded in the system for the contract: <ul style="list-style-type: none"> • application submitted • selected for plan development • contract approved (date of COC approval) • contract beginning • contract ending.
***	***	

144 CCC-1200 Status Report EEB715-R001 (Continued)

H
Description of
Report
EEB715-R001
(Continued)

*--

Column	Description
Contract Value	The original C/S-Incentive amount approved for CCC-1200, plus or minus any modifications to CCC-1200 over the life of the contract. It is a cumulative figure and is not reduced by earnings.
Contract Balance	The amount of the approved C/S-Incentive that has not been earned yet. The contract balance will equal the sum of the Unapproved Balance plus CCC-1245's issued.
Unapproved Balance	The portion of CCC-1200 for which no CCC-1245's have been issued.
CCC-1245's Issued	The sum of the C/S-incentive amount approved for all CCC-1245's created for CCC-1200 that have not had any earnings recorded.
Contract Period	The lifespan of the contract.

--*

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001**

A**About Report
EEB720-R001**

Report EEB720-R001 is a list of all CCC-1200's that have either been selected for plan development or approved that have at least 1 technical practice code associated to it. The information it provides about each technical practice on the contract includes:

- the technical practice code
 - the technical practice description
 - any CCC-1245 control number associated to the technical practice
 - funds obligated to CCC-1245's and C/S-incentive earned
 - the year the practice is scheduled to be preformed.
-

B**When to Print**

When NRCS authorizes changes to technical practice codes, County Offices will be advised of the conversions. When notice is received from the National Office that technical practice information is being changed, but before the software containing the change is loaded, County Offices shall:

- print Report EEB720-R001
- identify contracts which include the technical practice codes being changed.

After the software containing the conversion has been loaded, County Offices shall:

- print Report EEB720-R001 using the single contract option for each contract affected by the conversion
- retain the report for that contract in the applicable contract file.

It is not necessary for County Offices to reprint CCC-1200 or any applicable CCC-1245 after conversion.--*

Continued on the next page

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001 (Continued)**

**C
Example of
Screen
EEB50520**

This is an example of Screen EEB50520.

```
Conservation          069-NATCHOTICHES          Rpt Print          EEB50520
CCC-1200 Report Selection Screen      Version: AC89  07-17-2001 09:12 Term E5
-----
Action
Code      CCC-1200 Technical Practice Status Report
1.        List One Contract Per Page
2.        List Multiple Contracts Per Page
3.        List Contract Number: _____
          (Leave blank to do inquiry)

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

--*

Continued on the next page

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001 (Continued)**

D

Printing Report Print Report EEB720-R001 as follows.
EEB720-R001

Step	Action		Result
1	Enter "4" on Menu EEB700.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50520 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	
	1 contract per page	"1", and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
	multiple contracts per page	"2", and PRESS "Enter".	
	a single contract	the following, and PRESS "Enter": <ul style="list-style-type: none"> • "3" • the desired contract number. 	
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001 (Continued)**

**E
Example of
Report
EEB720-R001
Listing Multiple
Contracts Per
Page**

The following is an example of Report EEB720-R001 listing multiple contracts per page.

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 09-15-2000		
BARBOUR		Farm Service Agency				As of: 09-15-2000		
Report ID: EEB720-R001		CCC-1200 Technical Practice Status Report				Page: 1		
PROGRAM: EQIP								
FUND CODE: ALL								
CONTRACT NUMBER	PRODUCER NAME	CONTRACT STATUS	TECH PRAC CODE	TECH PRAC DESCRIPTION	CCC-1245 CONTROL NUMBER	C/S-INC APPROVED	C/S-INC EARNED	YEAR SCHED

Fund Code: 220004/1997 Bayou Pierre								
19970001	Rudolph Hesse	Approved	332	Contour buffer strips (Ac)	19970012	1,500		1999
			312	Waste management system (No)	19970013	25,000		2000
19970002	Porter Nestor	Approved	332	Contour buffer strips (Ac)	19970008	350	350	1998
			512	Pasture & hay planting (Ac)	19980001			2003
			314	Brush management (Ac)	19980002	300	120	2000
19970003	Clarence Hull	Approved	312	Waste management system (No)	19980005	30,000		2001
Fund Code: 220010/1997 Cane River Basin								
19970004	Ira Hovatter	Selected	400	Floodwater diversion (Ft)				
			555	Rock barrier (Ft)				
Fund Code: 229999/1997 Natural Resource Concerns								
19980006	Carl Philips	Approved	600	Tree shrub pruning (Ac)	19980010	2,800	2,700	1999
19980011	Carl Philips	Approved	656	Constructed wetland (Ac)	19980008	1,000		2001

--*

Continued on the next page

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001 (Continued)**

**F
Example of
Report
EEB720-R001
for a Single
Contract**

The following is an example of Report EEB720-R001 for a single contract.

WEST VIRGINIA BARBOUR Report ID: EEB720-R001 PROGRAM: EQIP FUND CODE: ALL		U.S. Department of Agriculture Farm Service Agency CCC-1200 Technical Practice Status Report				Prepared: 09-15-2000 As of: 09-15-2000 Page: 1		
CONTRACT NUMBER	PRODUCER NAME	CONTRACT STATUS	TECH PRAC CODE	TECH PRAC DESCRIPTION	CCC-1245 CONTROL NUMBER	C/S-INC APPROVED	C/S-INC EARNED	YEAR SCHED
19990027	Marsh Brother's Farm	Approved	590	Nutrient management (Ac)	19980230	120	120	1998
			590	Nutrient management (Ac)	19990299	120	120	1999
			412	Grassed waterway (Ac)	19990300	214	214	2000
			590	Nutrient management (Ac)	20000163	120	120	2000
			528A	Prescribed grazing (Ac)				2001
			313	Waste storage facility (No)		25,000		2002
			528A	Prescribed grazing (Ac)				2003
PROGRAM TOTALS:		1			4	25,574	574	

--*

Continued on the next page

***--144.5 CCC-1200 Technical Practice Status Report EEB720-R001 (Continued)**

G

Description of Report EEB720-R001

Report EEB720-R001 lists the following information for each contract number on the report.

Column	Description	
Producer Name	Lists the primary producer associated to the contract.	
Contract Status	Selected	CCC-1200 has been selected for plan development by COC. Both of the following dates have been recorded in the system for the contract: <ul style="list-style-type: none"> • application submitted • selected for plan development.
	Approved	CCC-1200 approval has been recorded in the system and funds obligated on the ledger. All of the following dates have been recorded in the system for the contract: <ul style="list-style-type: none"> • application submitted • selected for plan development • contract approved (date of COC approval) • contract beginning • contract ending.
Technical Practice Code	Lists all technical practice codes associated to the contract.	
Technical Practice Description	Lists all technical practices associated to the contract.	
CCC-1245 Control Number	Lists all CCC-1245's prepared for the practices associated to the contract.	
C/S-Inc. Approved	Lists the amount of C/S-incentive approved for each technical practice on the contract. If blank, the referenced practice is a non-C/S practice.	
C/S-Inc. Earned	Lists the amount of C/S-incentives already paid for the technical practice.	
Year Scheduled	The year that the technical practice was scheduled to be performed.	

--*

***--144.6 CCC-1200 Detail Fund Code Report EEB725-R001**

A

**About Report
EEB725-R001**

Report EEB725-R001 is a list of all CCC-1200's with multiple fund codes. The report is intended to allow County Offices to determine both of the following:

- what contracts are associated to multiple fund codes
- which priority areas are receiving supplemental funding.

For each applicable contract, the report lists:

- all fund codes associated to the contract
 - the technical practices
 - funds obligated for each practice and C/S-incentive earned.
-

B

**When to Print
Report
EEB725-R001**

County Offices shall print Report EEB715-R001 the last workday of the FY. The report may be printed at other times as determined necessary by the County Office.

Important: Report EEB715-R001 printed on the last workday of FY must be maintained in a folder labeled "EQIP 2 Reports and Statistics". Yellow is the color code for EQIP.--*

Continued on the next page

***--144.6 CCC-1200 Detail Fund Code Report EEB725-R001 (Continued)**

C

Printing Report Print Report EEB725-R001 as follows.
EEB725-R001

Step	Action		Result
1	ENTER "5" on Menu EEB700.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50520 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	
	1 contract per page	"1", and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
	multiple contracts per page	"2", and PRESS "Enter".	
	a single contract	the following, and PRESS "Enter": <ul style="list-style-type: none"> • "3" • the desired contract number. 	
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

*--144.6 CCC-1200 Detail Fund Code Report EEB725-R001 (Continued)

E

Example of Report EEB725-R001

The following is an example of Report EEB725-R001 listing multiple contracts per page.

WEST VIRGINIA BARBOUR Report ID: EEB725-R001 PROGRAM: EQIP	U.S. Department of Agriculture Farm Service Agency CCC-1200 Detail Fund Code Report	Prepared: 09-15-2001 As of: 09-15-2001 Page: 1

CONTRACT NUMBER: 1997 0013 PRODUCER NAME: Clarence Brown		
FUND CODE:	540023/1997	C/S INC APPROVED: 5,000 C/S INC. EARNED: 5,000
	548001/1997	C/S INC APPROVED: 1,000 C/S INC. EARNED: 0
	TOTAL FUNDS	C/S INC APPROVED: 6,000 C/S INC. EARNED: 5,000
TECHNICAL CODE:	00314	FUND CODE 540023/1997 C/S INC APPROVED: 500 C/S INC. EARNED: 500
	00332	FUND CODE: 540023/1997 C/S INC APPROVED: 3,000 C/S INC. EARNED: 3,000
		548001/1997 C/S INC APPROVED: 1,000 C/S INC. EARNED: 0
		TOTAL: C/S INC APPROVED: 4,000 C/S INC. EARNED: 3,000
	00512	FUND CODE: 540023/1997 C/S INC APPROVED: 1,000 C/S INC. EARNED: 1,000
	00600	FUND CODE 540023/1997 C/S INC APPROVED: 500 C/S INC. EARNED: 500
CONTRACT NUMBER: 2001 0110 PRODUCER NAME: Carl Phillips		
FUND CODE:	540010/2001	C/S INC APPROVED: 0 C/S INC. EARNED: 0
	548501/2001	C/S INC APPROVED: 30,000 C/S INC. EARNED: 28,000
	TOTAL FUNDS	C/S INC APPROVED: 30,000 C/S INC. EARNED: 28,000
TECHNICAL CODE:	00400	FUND CODE 548501/2001 C/S INC APPROVED: 2,000 C/S INC. EARNED: 0
	00555	FUND CODE: 548501/2001 C/S INC APPROVED: 1,000 C/S INC. EARNED: 1,000
	00656	FUND CODE: 548501/2001 C/S INC APPROVED: 27,000 C/S INC. EARNED: 27,000

--*

***--144.7 CCC-1200 Summary Fund Code Report EEB730-R001**

A

**About Report
EEB730-R001**

Report EEB730-R001 is a summary of C/S-Inc. Approved and Earned for contracts with multiple fund codes. The report is intended to allow County Offices to determine which priority areas are receiving supplemental funding and to assist County Offices with funds control.

B

**When to Print
Report
EEB730-R001**

County Offices shall print Report EEB730-R001 before FY rollover each year to assist in funds control. The report may also be printed on an as needed basis.

Note: Report EEB730-R001 printed on the last workday of FY must be maintained in a folder labeled "EQIP 2 Reports and Statistics". Yellow is the color code for EQIP.

C

**Printing Report
EEB730-R001**

Print Report EEB730-R001 using the following table.

Step	Action	Result
1	ENTER "6" on Menu EEB700.	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed while the report is being processed.
3	PRESS "Enter".	The report will be printed.

--*

Continued on the next page

***--147 CCC-1200 Summary Fund Code Report EEB730-R001 (Continued)**

C

Example of Report EEB730-R001 This is an example of Report EEB730-R001.

WEST VIRGINIA BARBOUR Report ID: EEB730-R001 PROGRAM: EQIP		U.S. Department of Agriculture Farm Service Agency CCC-1200 Summary Fund Code Report		Prepared: 09-15-2001 As of: 09-15-2001 Page: 1	
PRIMARY FUND CODE	PRIMARY C/S-INC APPROVED	PRIMARY C/S-INC EARNED	SUPPLEMENTAL FUND CODE	SUPPLEMENTAL C/S-INC APPROVED	SUPPLEMENTAL C/S-INC EARNED
540006/1997	3,000,000	1,750,000	548001/1997	10,000	8,000
540019/1997	500,000	400,000	548001/1997	50,000	10,000
540023/1997	1,800,000	963,270	548001/1997	25,000	13,000
549999/1997	500,000	300,050	548001/1997	10,000	6,000
540023/1998	60,000	48,000	548001/1998	2,000	800
540006/2001			548501/2001	4,000	
540023/2001			548501/2001	8,000	
TOTALS FOR SUPPLEMENTAL FUND CODES:			548001/1997	95,000	37,000
			548001/1998	2,000	800
			548501/2001	12,000	

--*

Continued on the next page

***--144.7 CCC-1200 Summary Fund Code Report EEB730-R001 (Continued)**

D

Description of Report Report EEB730-R001 lists the following information on the report.
EEB730-R001

Column	Description
Primary Fund Code	Lists the fund code of the priority area.
Primary C/S-Inc. Approved	Lists the C/S-incentive approved for the priority area fund code for contracts with multiple fund codes.
Primary C/S-Inc. Earned	Lists the C/S-incentive earned for the priority area fund code for contracts with multiple fund codes.
Supplemental Fund Code	Lists the supplemental fund code used to identify a funding source.
Supplemental C/S-Inc. Approved	Lists the C/S-incentive approved for the supplemental fund code in a specific priority area.
Supplemental C/S-Inc. Earned	Lists the C/S-incentive earned for the supplemental fund code in the priority area.

--*

145 Printing Blank CCC-1200's

A
Blank
CCC-1200's for
EQIP

County Offices shall:

- maintain a few blank CCC-1200's for EQIP for use when:
 - the system is inoperable
 - producers want to submit CCC-1200's for EQIP outside of a signup period
 - processing manual CCC-1200's for EQIP before new fund codes have *--been received from KCAO--*
 - provide blank CCC-1200's for EQIP to NRCS and other local cooperating agencies upon request.
-

B
Printing a Blank
CCC-1200 for
EQIP

Print a blank CCC-1200 for EQIP as follows.

*--

Step	Action	Result
1	On Menu EEB700, ENTER "7", and PRESS "Enter".	Screen EZZ80000 will be displayed
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	Menu EEB700 will be redisplayed, and the requested number of blank CCC-1200's will be printed.

*--

146-150 (Reserved)

Part 5 CCC-1200 Letters

151 CED Responsibility for CCC-1200 Letters

A
CED
Responsibility

CED is responsible for ensuring that the correct letter is:

- printed from the system
- sent to the participant.

Important: CED shall:

- carefully review each letter before signing to ensure that the correct letter is sent to the participant
- *--ensure that the most up-to-date appeal rights from 1-APP are included in the disapproval letter.

Note: See subparagraph 157 B.--*

152 Accessing CCC-1200 Update/Print Letters Screen EEB08000

A

**Accessing Screen
EEB08000**

*--ENTER "11" on Menu EEB200 to access Screen EEB08000.

B

**Example of
Screen
EEB08000**

This is an example of Screen EEB08000. All CCC-1200 letters are updated or printed from this screen.

```
Conservation          054-BARBOUR          EEB08000
CCC-1200 Update/Print Letters Screen      Version: A001 08-10-1998 15:18 Term E3
-----
                Letters Name

                1. Referred for Ranking
                2. Deferred to Next Signup
                3. Disapproval
                4. Selected for Plan Development
                5. Contract Approval
                6. Miscellaneous Letter - 1
                7. Miscellaneous Letter - 2
                8. Miscellaneous Letter - 3

                Do you wish to (U)pdate or (P)rint this letter? _

                Enter option and press "Enter". _
                Enter=Continue  Cmd7=End
```

--*

Part 6 CCC-1245 Processing

171 Accessing Conservation CCC-1245 Menu EEB300

A

Accessing Menu EEB300

ENTER "3" on Menu EEB000 to access Menu EEB300.

B

Example of Menu EEB300

This is an example of Menu EEB300. CCC-1245 processing is performed from this menu.

*--

```

COMMAND                                EEB300                                E5
Conservation CCC-1245 Menu
-----
1. Create CCC-1245                      8. CCC-1245 Reports/Forms Menu
2. Update CCC-1245                      9. Print/Update CCC-1245 Letter
3. Partial Performance
4. Final Performance
5. Cancellation Process
6. Deletion Process
7. Print CCC-1245

                                         20. Return To Application Primary Menu
                                         21. Return To Application Selection Screen
                                         22. Return To Office Selection Screen
                                         23. Return To Primary Selection Menu
                                         24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--*

Section 1 Creating CCC-1245

172 Using Create CCC-1245 Option

A

Guidelines

Use the following guidelines when processing Menu EEB300, option 1, "Create CCC-1245".

- *--If CCC-1200 has multiple fund codes associated to it, up to 3 fund codes may be associated to CCC-1245.--*
- Only tracts and producers associated to CCC-1200 may be associated to CCC-1245.
- If CCC-1200 has 10 or more tracts associated to it, up to 10 tracts may be associated to CCC-1245.
- If CCC-1200 has between 1 and 10 tracts associated to it, up to the number of tracts associated to CCC-1200 may be associated to CCC-1245.

Example: If CCC-1200 has 4 tracts associated to it, CCC-1245 can have between 1 and 4 tracts associated to it.

- One producer must be designated as the primary producer on CCC-1245. If there:
 - are multiple producers associated to CCC-1245, the primary producer:
 - will be the primary contact for matters regarding CCC-1245
 - on CCC-1245 may be the same person as the primary producer on CCC-1200, but does not have to be
 - is only 1 producer associated to CCC-1245, that producer must still be designated as the primary producer.
- Only 1 technical practice may be processed for each CCC-1245.
- If components are to be used on CCC-1245, up to 6 components are allowed.

Continued on the next page

172 Using Create CCC-1245 Option (Continued)

B

**When to Create
CCC-1245's**

*--County Offices shall create CCC-1245's at the beginning of each FY for **all** technical practices on approved CCC-1200's that are scheduled to be implemented in the current FY. County Offices shall create CCC-1245's for both C/S and non-C/S practices.

Note: To identify which contracts need CCC-1245's created for the current FY, County Offices shall process the "Technical Practices Needing CCC-1245" report, according to paragraph 255.--*

C

**Notifying
Producers to
Begin Practices**

County Offices shall send primary producers a copy of CCC-1245 and the practice implementation letter at the beginning of each FY as notification to begin implementing practices.

***--173 CCC-1200 Selection Screen EEB20500**

A

**Accessing Screen
EEB20500**

ENTER "1" on Menu EEB300 to access Screen EEB20500.

B

**Example of
Screen
EEB20500**

This is an example of Screen EEB20500. The contract number for which CCC-1245 is to be created will be entered on this screen or selected through routines following this screen.

```

Conservation          054-BARBOUR          Entry   EEB20500
CCC-1200 Selection Screen      Version: A001   07-19-1996   15:18   Term E3
-----
                                Create CCC-1245

Enter:  Contract Number  _____
OR      Last 4 Positions
        of Producer ID   _____
OR      Farm Number     _____

NOTE:   Leave all fields blank to do an inquiry against
        Name & Address File.

Enter=Continue   Cmd7=End

```

--*

Continued on the next page

***--173 CCC-1200 Selection Screen EEB20500 (Continued)**

C**Entering
Contract
Number on
Screen
EEB20500**

Enter the contract number in the "Enter: Contract Number" field for which CCC-1245 will be created and PRESS "Enter". If there:

- is only 1 tract and 1 producer associated to the contract number entered, the following will occur:
 - the tract and producer on CCC-1200 will be automatically associated to CCC-1245
 - the producer will be automatically defaulted as the primary producer
 - Screen EEB32000 will be displayed; go to paragraph 176
 - is only 1 tract, but multiple producers are associated to the contract number entered, the following will occur:
 - the tract on CCC-1200 will be automatically associated to CCC-1245
 - Screen EEB31500 will be displayed; go to paragraph 175
 - are multiple tracts associated to the contract number entered, Screen EEB31000 will be displayed, listing all tracts associated to CCC-1200; go to paragraph 174.--*
-

*--174 CCC-1245 Tract Selection Screen EEB31000

A
Example of
Screen
EEB31000

This is an example of Screen EEB31000.

Note: Only tracts associated with the contract will be displayed for selection.

*--

```

Conservation          054-BARBOUR          Selection  EEB31000
CCC-1245 Tract Selection Screen  Version:  A001 07-19-2001  15:18  Term E3
-----
                                Tracts Associated With CCC-1200 Contract

Contract Number:  1999 0100      Program:   EQIP      Fund Code: 540025/1999
Control Number:   2001 0045      Farm NO:   355

Enter "Y" next to Tract Number(s) to be associated to CCC-1245:

      Tract
      NO.      Farmland  Cropland Photo Grid/Description
-----
      1255      269.0    194.5   L-12
      1460      152.0    113.5   M-13
      1572      1227.0   955.3   M-13, N-13
      9333      315.0    194.0   M-13

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

Continued on the next page

***--174 CCC-1245 Tract Selection Screen EEB31000 (Continued)**

B

**Selecting Tracts
on Screen
EEB31000**

ENTER "Y" next to all tract numbers to be associated to CCC-1245.

Notes: At least 1 tract must be selected.

Contracts with more than 10 tract numbers associated to it can have between 1 and 10 tract numbers associated to CCC-1245. If the practice will be implemented on more than 10 tracts, select the predominant 10 tracts.

After tracts have been selected, PRESS "Enter". If there:

- is only 1 producer associated to the contract, the following will occur:
 - the producer will be automatically associated to CCC-1245
 - Screen EEB32000 will be displayed; go to paragraph 176
 - are multiple producers associated to the contract, Screen EEB31500 will be displayed; go to paragraph 175.--*
-

175 CCC-1245 Participant Data Screen EEB31500

A
Example of
Screen
EEB31500

This is an example of Screen EEB31500.

*--

```

Conservation          054-BARBOUR          Selection  EEB31500
CCC-1245 Participant Data Screen Version:  A001 03-20-2001  15:18  Term E3
-----
Contract Number:    1997 0001      Program:    EQIP      Fund Code: 540025/1997
Control Number:     2001 0045      Farm NO:    355

                                     NO. of Eligible Persons:        1

#   Producer ID      Name          Prod.
                                     Type

Enter=Continue Cmd4=Previous  Screen Cmd7=End  Cmd16=Add  Cmd20=Change
                          Cmd24=Delete
IM:      No producers currently associated to this CCC-1245.

```

--*

Continued on the next page

176 CCC-1245 Initial Data Screen EEB32000

A
Example of
Screen
EEB32000

This is an example of Screen EEB32000.

Note: If the number of tracts associated to CCC-1245 is:

- 1, the tract number's photo grid and description will be displayed in the "Practice Location" field
- greater than 1, the lowest numbered tract's photo grid and description will be displayed in the "Practice Location" field.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB32000
CCC-1245 Initial Data Screen      Version: AC93  10-16-2001 13:10 Term E4
-----
Contract Number: 1997 0260      Program: EQIP      Fund Code: 220004/1997*
Control Number:  2002 0001      Farm NO: 1981
Producer ID:     438 96 1089 S   Name:      NATHAN ALLBRITTON

Technical Practice Code: 528  A
(Leave blank to list ALL Technical Practices associated to Contract)

Technical Description:

Practice Location:        D-16      

Will components be used with this CCC-1245 (Y or N)?  N 

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

176 CCC-1245 Initial Data Screen EEB32000 (Continued)

B
Completing Complete Screen EEB32000 as follows.
Screen
EEB32000

*--

Step	Action		
1	Enter the technical practice code for which CCC-1245 is to be created or leave the field blank to display a list of technical practice codes associated to the contract.		
2	Make any changes to the defaulted practice location, if needed.		
3	IF CCC-1245 will...	THEN Enter...	Result
	use components	“Y”, and PRESS “Enter”.	Screen EZZ87000 will be displayed.
	not use components	“N”, and PRESS “Enter”.	
4	Enter the number in the “#” column that corresponds to the technical practice code to be selected, and PRESS “Enter”. Note: If the technical practice code entered is scheduled to be implemented multiple times under the contract, Screen EZZ87000 will be displayed listing all occurrences of the technical practice code that have not already had CCC-1245’s created.		
5	IF CCC-1245 will...		THEN...
	use components and has only 1 fund code		Screen EEB34005 will be displayed. Go to paragraph 178.
	not use components or has multiple fund codes		Screen EEB34000 will be displayed.

--*

Continued on the next page

176 CCC-1245 Initial Data Screen EEB32000 (Continued)

*--C

Example of
Screen
EZZ87000

This is an example of Screen EZZ87000.

Conservation		069-NATCHOTICHES		Selection		EZZ87000	
Select Technical Code Screen			Version: AC93 10-16-2001 13:10 Term E4				

Eligible Technical Codes For Contract 1997 0260							
#	Technical Code	Extent	C/S-Inc. Level	Offered Level	Total C/S-Inc.	Year Scheduled	Livestock Indicator
1	528 A	103.3	100			2001	D
2	528 A	103.3	100	100	800	2002	D
NO MORE TECH CODES				# of Tech Code: 1			
Enter=Continue Cmd4=Previous Screen Cmd7=End							

--*

***--177 CCC-1245 and Ledger Data Screen EEB34000**

**A
Example of
Screen
EEB34000**

This is an example of Screen EEB34000 for CCC-1245 that has **1 associated fund code.**

```

Conservation          069-NATCHOTICHES          Selection      EEB34000
CCC-1245 and Ledger Data Screen      Version: AC93  10-16-2001 13:15 Term E4
-----
Contract Number: 1997 0260      Program: EQIP      Fund Code: 220004/1997*
Control Number:  2002 0002      Farm NO: 1981      Tech Prac:  528 A
Producer ID:      438 96 1089 S  Name:      NATHAN ALLBRITTON

Practice Description:  Prescribed grazing (Ac)

      Extent      Offered      C/S-Inc
      Approved    Level        Approved
      103.3      100          800

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: Components are not to be used with this CCC-1245.

```

--*

*--177 CCC-1245 and Ledger Data Screen EEB34000 (Continued)

B
Example of
Screen
EEB34000 -
Multiple Fund
Codes

This is an example of Screen EEB34000 for CCC-1245 that has **multiple associated fund codes**. Screen EEB34000 will be displayed for CCC-1245 with multiple fund codes for CCC-1245's with or without components.

```

Conservation          069-NATCHOTICHES          Selection      EEB34000
CCC-1245 and Ledger Data Screen      Version: AC93  10-16-2001 14:18 Term E4
-----
Contract Number: 1997 0261          Program: EQIP          Fund Code: 220004/1997*
Control Number: 2002 0004          Farm NO: 2434          Tech Prac: 410
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

Practice Description: Grade stabilization structure (No)

      Extent      Offered      C/S-Inc
      Approved    Level      Approved
      5.0          75          1596

                                  596
                                  1000
                                  220004/1997
                                  228001/1997

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: No components are currently associated to this CCC-1245.
    
```

--*

Continued on the next page

***--177 CCC-1245 and Ledger Data Screen EEB34000 (Continued)**

C

**Example of
Screen
EEB34000 -
Non-C/S
Technical
Practice**

This is an example of Screen EEB34000 for CCC-1245 for a non-C/S practice.

Note: Components may not be used for non-C/S technical practices.

```

Conservation          069-NATCHOTICHES          Selection      EEB34000
CCC-1245 and Ledger Data Screen      Version: AC93  10-16-2001 13:15 Term E4
-----
Contract Number: 1997 0260          Program: EQIP          Fund Code: 220004/1997*
Control Number: 2002 0002          Farm NO: 1981          Tech Prac: 528 A
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

Practice Description: Prescribed grazing (Ac)

      Extent      Offered      C/S-Inc
      Approved    Level        Approved
      103.3        0            0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: Components are not to be used with this CCC-1245.

```

--*

Continued on the next page

***--177 CCC-1245 and Ledger Data Screen EEB34000 (Continued)**

D

Data Displayed on Screen EEB34000 The following data is displayed on Screen EEB34000 for the selected technical practice.

Data Displayed	Description
Technical Practice Code	This is the technical practice code entered on Screen EEB32000 or selected on Screen EZZ87000.
Practice Description	This is what the technical practice is, including units.--*
Extent Approved	This is the extent approved for the technical practice units entered through CCC-1200 processing.
Offered Level	This is the C/S or incentive level for which the producer agreed to implement the practice entered through CCC-1200 processing.
C/S-Inc. Approved	This is the C/S or incentive amount approved for the practice entered through CCC-1200 processing.
*--Fund Code	<p>Lists the fund codes associated to the technical practice entered through CCC-1200 processing. This field will appear only if the practice has multiple fund codes.</p> <p>Note: For CCC-1245's with multiple fund codes, there will be multiple entries for "Extent Approved", "Offered Level", and "C/S-Inc. Approved".</p>

E

Incorrect Technical Practice Selected

If an incorrect technical practice was selected:

- PRESS "Cmd4" or "F4" to return to Screen EEB32000.--*
- enter the correct technical practice code
- correct any other data on Screen EEB32000, if needed, and PRESS "Enter".

Screen EEB34000 will be redisplayed reflecting the correct technical practice.

Continued on the next page

***--177 CCC-1245 and Ledger Data Screen EEB34000**

**F
Incorrect
Technical
Practice Data**

If any of the following data for the technical practice is incorrect, it cannot be corrected through this option:

- extent approved
- offered level
- C/S-incentive approved
- fund code.

To correct the data:

- PRESS "Cmd7" or "F7" to exit the CCC-1245 creation process without--* completing the process to create CCC-1245
- update the technical practice data through Menu EEB200, option 3, "Approval Process".

Create CCC-1245 with the corrected data according to this section.

**G
Continuing
Processing**

If data displayed on Screen EEB34000 is correct, PRESS "Enter".

*--

IF components are...	THEN...
not used	Screen EEB36000 will be displayed. Go to paragraph 179.
used	Screen EEB34005 will be displayed. Go to paragraph 178.

--*

***--178 CCC-1245 and Ledger Data Screen EEB34005**

**A
Example of
Screen
EEB34005**

This is an example of Screen EEB34005.

```

Conservation          069-NATCHOTICHES          Selection      EEB34005
CCC-1245 and Ledger Data Screen      Version: AC93  10-16-2001 14:18 Term E4
-----
Contract Number: 1997 0261          Program: EQIP          Fund Code: 220004/1999
Control Number: 2002 0004          Farm NO: 2434          Tech Prac: 410
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

Practice Description: Grade stabilization structure (No)

Comp      Extent  Offered  Avg Unit  Comp  C/S-Inc
Code  Unit  Approved  Level  Cost  Rate  Approved
                    5.0      75
                    1596

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                  Cmd24=Delete
IM: No components are currently associated to this CCC-1245.
    
```

**B
Completing
Screen
EEB34005**

The following command keys are used to process components on Screen EEB34005:

- “Cmd16” or “Shift F4” to add a component, according to subparagraph D
- “Cmd20” or “Shift F8” to change data for a component previously added, according to subparagraph H
- “Cmd24” or “Shift F12” to delete a component previously added, according--* to subparagraph I.

After all components are correctly displayed, PRESS “Enter”. Screen EEB36000 will be displayed.

Continued on the next page

***--178 CCC-1245 and Ledger Data Screen EEB34005 (Continued)**

C**If Components
Are Not Known**

Components are not required to be entered at the time CCC-1245 is created. If the components to be used with the CCC-1245 being created are not known at this time:

- PRESS “Enter” to bypass Screen EEB34005--*

Note: Screen EEB36000 will be displayed.

- complete processing the option according to this section and print CCC-1245
- request the local NRCS office to provide the components on CCC-1245 using the list of components available on either of the following reports, whichever is applicable:
 - County Eligibility List Report EEB115-R001
 - County Eligibility List Technical Practice/Component Associations Report EEB115-002.

Reminder: Up to 6 components may be used on CCC-1245.

Continued on the next page

***--178 CCC-1245 and Ledger Data Screen EEB34005 (Continued)**

D

Adding Components

Add 1 or more components to CCC-1245 as follows.

Step	Action	Result
1	PRESS "Cmd16" or "Shift F4".	Screen EEB34010 will be displayed.
2	<p>Do 1 of the following to select the component to be added.</p> <ul style="list-style-type: none"> • enter the component code to be selected, and PRESS "Enter" • leave the field blank to list all available components. Screen EZZ88000 will be displayed. Enter the component code to be selected, and PRESS "Enter". <p>Important: If 1 or more components have been associated to the selected technical practice, only the associated components will be displayed for selection.</p> <p>If no components have been associated to the selected technical practice, all components on the CCC county eligibility table will be displayed for selection.</p>	<p>Screen EEB34015 will be displayed with the following information:</p> <ul style="list-style-type: none"> • component code, description, and unit • producer's offered level for the practice from Screen EEB34000 • average unit cost for the component, if applicable. <p>If an average unit cost was not entered for the component on CCC county eligibility table, no average unit cost will be displayed on Screen EEB34015.</p> <p>The average unit cost is not applicable for components that will be paid on a percent-of-cost basis.</p>

--*

Continued on the next page

D
Adding
Components
(Continued)

Step	Action	Result
3	<p>ENTER the following data for the component being processed:</p> <ul style="list-style-type: none"> • extent approved, which is the extent of the component units to be implemented • flat rate indicator as: <ul style="list-style-type: none"> • “Y” if the component is to be paid on a flat rate basis • “N” if the component is to be paid on a percent-of-cost, not-to-exceed a rate basis. <p>Note: The flat rate indicator will not be displayed if the average unit cost for the component has not been entered on CCC county eligibility table.</p> <p>When both entries have been made, as applicable, PRESS "Enter".</p>	<p>*--Screen EEB34005 will be--* redisplayed reflecting the:</p> <ul style="list-style-type: none"> • component added • message, “Component has been added.” • component's rate calculated by the system. <p>Notes: See subparagraph F for a description of the rate calculation.</p> <p>A rate will not be calculated if the average unit cost for the component has not been entered on CCC county eligibility table.</p> <p>Components to be paid on a percent-of-cost basis do not need to have a rate calculated.</p>

Continued on the next page

--178 CCC-1245 and Ledger Data Screen EEB34005--

**D
Adding
Components
(Continued)**

Step	Action		Result
4	IF the component rate calculated by the system is...	THEN...	
	acceptable	go to step 5.	
	not acceptable	change the system-calculated rate to the not-to-exceed per unit or total amount for the component established according to subparagraph 16 G. * * *	
5	Enter the C/S or incentive amount approved for the component.		
6	Repeat steps 1 through 3 to add other components. The total of the C/S or incentive amount approved for the components must equal the total C/S or incentive amount approved for the practice. When all components have been added, PRESS "Enter".		Screen EEB36000 will be displayed.

Continued on the next page

***--178 CCC-1245 and Ledger Data Screen EEB34005 (Continued)**

**E
Example of
Screen
EEB34015**

This is an example of Screen EEB34015.

```

Conservation          069-NATCHOTICHES          Selection          EEB34015
CCC-1245 Component Screen          Version: AC94  10-30-2001 15:26 Term E4
-----
Contract Number: 1999 0688          Program: EQIP          Fund Code: 220004/1999
Control Number:  2002 0007          Farm NO: 2799          Tech Prac:  344
Producer ID:      72 1432697 E      Name:  METHVIN FARMS

Practice Description:  Res manag seasonal (Ac)

  Component - Code:  ILL
             - Desc:  IRRIGATION PIPE
             - Unit:  FT

             Offered Level:          100
             Average Unit Cost:      .800
             Extent Approved:        _____
             Flat Rate (Y or N):      _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

F**Description of
Component Rate
Calculation**

Component rates are calculated as follows:

Average Unit Cost of component \times Offered Level of component.

Reminder: The Offered Level of the component is the same as the Offered Level for the technical practice.

Examples: 1. Average Unit Cost of component = 25.000
Offered Level of component = 75%

$$25.000 \times .75 = 18.750$$

2. Average Unit Cost of component = 2.500
Offered Level of component = 75%

$$2.5000 \times .75 = 1.875$$

If the result of the component rate calculation has more decimal places than thousandths, the result is rounded to the nearest thousandth.

Examples: 1. Average Unit Cost of component = 3.649
Offered Level of component = 75%

$$3.649 \times .75 = 2.73675$$

Rounds to 2.737

2. Average Unit Cost of component = 89.211
Offered Level of component = 75%

$$89.211 \times .75 = 66.90825$$

Rounds to 66.908

Continued on the next page

*--178 CCC-1245 and Ledger Data Screen EEB34005

G
Example of
Screen
EEB34005 With
All Components

This is an example of Screen EEB34005 after all components have been added and the total C/S amount for all components matches the total C/S amount for the technical practice.

```

Conservation      069-NATCHOTICHES      Selection      EEB34005
CCC-1245 and Ledger Data Screen      Version: AC94  10-30-2001 15:37 Term E4
-----
Contract Number: 1999 0688      Program: EQIP      Fund Code: 220004/1999
Control Number: 2002 0007      Farm NO: 2799      Tech Prac: 344
Producer ID: 72 1432697 E      Name: METHVIN FARMS

Practice Description: Res manag seasonal (Ac)

Comp      Extent      Offered      Avg Unit      Comp      C/S-Inc
Code      Unit      Approved      Level      Cost      Rate      Approved
-----
          1.0      75          25.000      18.750      30000
ETHWK      CUYD      250.0      75          5.000      3.750      4688
CNCRT      CUFT      6000.0      75          2.500      1.875      22500
STLRD      FEET      100.0      75          60.000      45.000      188
WIRE      FEET      350.0      75          2174
STNS      TONS      10.0      75          450

```

Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change
Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process components.

--*

Continued on the next page

***--178 CCC-1245 and Ledger Data Screen EEB34005**

H

Changing Component Data Change data as follows for 1 or more components previously added to CCC-1245 that was erroneously entered.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EEB34005 will be redisplayed with the added field, "Component Code To Change".
2	Enter the component code to be changed, and PRESS "Enter".	Screen EEB34015 will be displayed reflecting the selected component.
3	<p>Change any of the following data for the component as needed:</p> <ul style="list-style-type: none"> • extent approved • flat rate indicator. <p>Reminder: The flat rate indicator will not be displayed if the component is to be paid on a percent-of-cost basis.</p> <p>When all changes have been made, PRESS "Enter".</p>	<p>Screen EEB34005 will be redisplayed reflecting the changes, and the message, "Component has been changed".</p> <p>Note: The system will recalculate the rate again, if applicable, which will be displayed on Screen EEB34005.--*</p>
4	<p>Change the:</p> <ul style="list-style-type: none"> • system-calculated rate back to the not-to-exceed per unit or total amount for the component, if needed • C/S or incentive amount approved for the component, if needed. 	
5	<p>Repeat steps 1 through 4 to change other component data, if needed.</p> <p>Ensure that the total of the C/S or incentive amount approved for the components matches the total C/S or incentive amount approved for the practice.</p> <p>When all changes have been made, PRESS "Enter".</p>	Screen EEB36000 will be displayed.

Continued on the next page

***--178 CCC-1245 and Ledger Data Screen EEB34005**

I

Deleting Components Delete components as follows for 1 or more components previously added to CCC-1245 that was erroneously entered.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EEB34005 will be redisplayed with the added field, "Component Code To Delete".
2	Enter the component code to be deleted, and PRESS "Enter".		Screen EEB34020 will be displayed reflecting the selected component and the question, "Is this the component you wish to delete (Y or N)?"
3	IF the component is...	THEN ENTER...	
	to be deleted	"Y", and PRESS "Enter".	Screen EEB34005 will be redisplayed reflecting the deletion of the component and the message, "Component has been deleted".
	not to be deleted	"N", and PRESS "Enter".	Screen EEB34005 will be redisplayed reflecting that the component was not deleted. Use "Cmd24" or "Shift F12" to select another component, and ENTER "Y" on Screen EEB34020.--*
4	Repeat steps 1 through 3 to delete other components, if needed. Ensure that the total of the C/S or incentive amount approved for the components matches the total C/S or incentive amount approved for the practice. When all deletions and changes have been made, PRESS "Enter".		Screen EEB36000 will be displayed.

179 CCC-1245 Dates Screen EEB36000

A
Example of
Screen
EEB36000

This is an example of Screen EEB36000. The system automatically assigns the contract approval date as the practice approved date. This date cannot be changed on Screen EEB36000.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB36000
CCC-1245 Date Screen      Version: AC93  10-16-2001 13:12 Term E4
-----
Contract Number: 1997 0260      Program: EQIP      Fund Code: 220004/1997*
Control Number:  2002 0001      Farm NO: 1981      Tech Prac:  528 A
Producer ID:    438 96 1089 S   Name:    NATHAN ALLBRITTON

-Dates- Practice Approved:      09261997

      Practice To Begin:      10022001
      Practice To Be Completed By:  09302002
      Practice Expires:      09302002

      Date Performed:

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

179 CCC-1245 Dates Screen EEB36000 (Continued)

B
Completing Complete Screen EEB36000 as follows.
Screen
EEB36000

Step	Action
1	<p>Enter the practice to begin date * * *. This is the date the County Office projects the producer will begin implementing the practice.</p> <p>The date entered cannot be less than the practice approved date.</p>
2	<p>Enter the date the practice is to be completed * * *. This is the date the County Office projects the producer is to complete the practice, and should be before September 30 of the current FY.</p> <p>The date entered cannot be less than the practice to begin date.</p>
3	<p>Enter the date the practice expires. This is the date the practice must be complete and *--performance reported. Generally, the date should be no later than September 30 of the current FY.</p> <p>The date entered cannot be less than the practice completion date.</p> <p>Important: If the practice is not completed timely, this date must be changed so that performance can be recorded.--*</p>
4	<p>PRESS "Enter" after entries have been made.</p> <p>The data entered through this option will be updated to the contract file, and Screen EEB37000 will be displayed with the message, "Initial CCC-1245 information has been recorded".</p>

180 CCC-1245 Process Status Screen EEB37000

A
Example of
Screen
EEB37000

This is an example of Screen EEB37000.

*--

```

Conservation          069-NATCHOTICHES          Entry          EEB37000
CCC-1245 Process Status Screen          Version: AC93  10-16-2001 14:05 Term E4
-----
Contract Number: 1997 0261          Program: EQIP          Fund Code: 220004/1997*
Control Number: 2002 0004          Farm NO: 2434          Tech Prac: 410
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.

__ Print CCC-1245    __ Print Practice Implementation Letter

1. Create CCC-1245          5. Cancellation Process
2. Update CCC-1245          6. Deletion Process
3. Partial Performance      7. Print CCC-1245
4. Final Performance

Enter option and press "Enter".  __
Enter=Continue  Cmd7=End
IM: Initial CCC-1245 information has been recorded.

```

--*

Continued on the next page

180 CCC-1245 Process Status Screen EEB37000 (Continued)

B
Completing Complete Screen EEB37000 as follows.
Screen
EEB37000

Step	Action	
1	IF...	THEN...
	only CCC-1245 is to be printed	ENTER "X" in the "Print CCC-1245" field.
	both CCC-1245 and letter are to be printed	ENTER "X" in the following fields: <ul style="list-style-type: none"> • "Print CCC-1245" • "Print Practice Implementation Letter".
	only the letter is to be printed	ENTER "X" in the "Print Practice Implementation Letter" field.
	neither CCC-1245 nor the letter are to be printed	do not ENTER "X" in either field.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	*--PRESS "Cmd7" or "F7" to return to--* Menu EEB300.

Continued on the next page

180 CCC-1245 Process Status Screen EEB37000 (Continued)

B
Completing
Screen
EEB37000
(Continued)

Step	Action	
3	IF CCC-1245 or letter was...	THEN...
	selected to be printed in step 1, *--and "Enter" or "Cmd7" or "F7" was pressed in step 2	Screen EZZ80000 will be displayed based on the actions taken in step 1. <ul style="list-style-type: none"> • Enter the printer ID and the number of copies to be --* printed, and PRESS "Enter". • The number of copies of CCC-1245 or letter entered on Screen EZZ80000 will be printed, and the first screen of the option selected in step 2 or Menu EEB300 will be displayed. <p>Note: If CCC-1245 is printed, and has multiple producers associated to it, a supplemental page will print listing all of the producers, except the primary producer, which is printed on CCC-1245 itself.</p>
	not selected to be printed	the first screen of the option selected in step 2 or Menu EEB300 will be displayed.

181-190 (Reserved)

Section 2 Updating CCC-1245's Before Performance Is Recorded

191 Using Update Option

A**Correcting Data Entered Through Create Option**

Data that was entered through option 1, "Create CCC-1245", can only be corrected or modified through option 2, "Update CCC-1245", on Menu EEB300.

When option 2 on Menu EEB300 is selected:

- the same screens that were accessed through option 1 on Menu EEB200 will be displayed, except the first screen, CCC-1200 Selection Screen EEB20500

Note: It will not be needed, because the CCC-1200 contract was associated to CCC-1245 when it was created. Instead, CCC-1245 Selection *--Screen EEB20550 will be displayed to select CCC-1245 to be processed.

- all data entered through option 1 on Menu EEB300, except the technical practice itself, may be changed. If the wrong technical practice was selected, cancel CCC-1245 according to paragraph 241 and create a new CCC-1245 for the correct practice.
-

B**Adding Component Codes**

Components may be added for CCC-1245's that use components, but the components were not known when CCC-1245 was created. After NRCS provides the component codes, add the components according to paragraph 178.--*

C**Changing Component Indicator Flag**

The flag that indicates whether or not CCC-1245 will use components may also be changed through this option.

If it was set to "Y" to use components, and is changed to "N", any components added during creation will be deleted from CCC-1245 when the flag is changed.

***--191.5 Practice Extensions**

**A
Authorizing
Extensions**

COC's:

- may extend the time to complete a practice if the extension is requested in writing by participant before the practice expires
- shall limit the extension to the minimum time necessary to complete the practice.

Cancel CCC-1245 according to paragraph 241 when the performance report is not filed by the expiration date and an extension has not been authorized.

**B
Documenting
Extensions**

Document extensions of time individually in COC minutes and, at a minimum, include the following:

- primary participant or agent
 - FSN or control number
 - practice
 - reason for extension.
-

**C
Notification of
Extension**

County Offices shall notify the producer in writing whether an extension has been authorized. If an extension is authorized, County Offices shall also notify the producer of the new practice expiration date.

**D
Updating
Practice
Expiration Date**

If an extension is authorized, update the practice expiration date according to paragraph 179.--*

192 Correcting or Modifying Data Entered Through Create Option

A

Updating CCC-1245 Data Complete the following to update data previously entered through the option to create CCC-1245.

Step	Action	Result
1	ENTER "2" on Menu EEB300, and PRESS "Enter".	Screen EEB20550 will be displayed.
2	Enter CCC-1245 control number to be accessed, and PRESS "Enter".	<p>One of the following screens will be displayed, depending on the number of tracts and producers associated to CCC-1245:</p> <ul style="list-style-type: none"> • EEB31000 • EEB31500 • EEB32000.
3	<p>If modifications on any particular screen:</p> <ul style="list-style-type: none"> • do not need to be made, PRESS "Enter" to bypass the screen • *--need to be made, see the appropriate--* screen in Section 1 for modifying data on the screen. PRESS "Enter" after modifications have been made. <p>Either bypass or modify data, as needed, on all screens. PRESS "Enter" after each screen.</p>	<p>The data modified through this option will be updated to the contract file, and Screen EEB37000 will be displayed after all screens have been processed.</p>

193-200 (Reserved)

Section 4 Partial Performance Process

220 Recording Partial Performance on CCC-1245

A

Certifying Performance

*--Complete partial performance certification on CCC-1245 as follows.

Step	Action
1	Ensure that the producer reads item 17.
2	<p>Manually enter the extent performed for each component or, if components are not used, for the practice in item 13 F. Leave blank if NRCS is to complete item 13 F.</p> <p>If the extent performed in item 13 F is greater than the extent approved in item 13 C:</p> <ul style="list-style-type: none"> • circle the entry in item 13 F • enter the extent approved in item 13 F. <p>Note: The County Office, the producer, or NRCS may complete item 13 F.--*</p>
3	<p>Have the producer complete items 18 and 19.</p> <p>If “YES” is checked in item 19, enter the following for each payment received:</p> <ul style="list-style-type: none"> • State and county where payment was earned • amount of payment • farm number, if known, if multiple payments were received.
4	Ensure that the producer reads the “Certification by Participant” section, and signs and dates item 27 when making application for payment of the practice.
5	<p>If NRCS is to complete the extent performed in item 13 F:</p> <ul style="list-style-type: none"> • make a copy of CCC-1245 and file it in the producer’s folder • forward the original to the local NRCS office for performance certification • ensure that NRCS completes only the extent performed. <p>Note: No other NRCS certification is needed for partial payment.</p>
6	<p>Ensure that:</p> <ul style="list-style-type: none"> • the performance certification is complete and correct • all required information has been obtained, such as receipts • any necessary adjustments are made.

Continued on the next page

***--220 Recording Partial Performance on CCC-1245 (Continued)**

**B
Computing
Earnings and
Costs**

Compute earnings and cost data as follows.

Step	Action				
1	<p>Manually enter in item 13 G the partial payment amount earned for each component. If components are not used, go to step 2.</p> <p>Enter in whole dollars the amount earned for each component on the second through the seventh lines. Round the amount earned to the nearest whole dollar by:</p> <ul style="list-style-type: none"> • increasing an amount of \$.50 or more • decreasing an amount of \$.49 or less. 				
	<table border="1"> <thead> <tr> <th data-bbox="237 783 605 842">IF the component is a...</th> <th data-bbox="605 783 1466 842">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="237 842 605 1199">flat rate</td> <td data-bbox="605 842 1466 1199"> <p>enter the prorated cost of performing the extent on which C/S-incentive is approved in item 13 E.</p> <p>Note: This prorated cost is the smaller of:</p> <ul style="list-style-type: none"> • amount approved in item 13 E • result of multiplying the extent in item 13 F that is not circled by the rate in item 13 D. </td> </tr> </tbody> </table>	IF the component is a...	THEN...	flat rate	<p>enter the prorated cost of performing the extent on which C/S-incentive is approved in item 13 E.</p> <p>Note: This prorated cost is the smaller of:</p> <ul style="list-style-type: none"> • amount approved in item 13 E • result of multiplying the extent in item 13 F that is not circled by the rate in item 13 D.
IF the component is a...	THEN...				
flat rate	<p>enter the prorated cost of performing the extent on which C/S-incentive is approved in item 13 E.</p> <p>Note: This prorated cost is the smaller of:</p> <ul style="list-style-type: none"> • amount approved in item 13 E • result of multiplying the extent in item 13 F that is not circled by the rate in item 13 D. 				

--*

Continued on the next page

220 Recording Partial Performance on CCC-1245 (Continued)

C
Processing Process partial payment as follows.
Partial Payment

Step	Action
1	*--Manually enter the partial payment amount for the practice in item 21. This is the--* amount in the first line of item 13 G.
2	Manually enter the following in item 22: <ul style="list-style-type: none"> • amount of debt or alien income tax being deducted <p>Note: Debts due to other agencies, departments, and alien income tax shall be entered in dollars and cents.</p> <ul style="list-style-type: none"> • name to whom the offset was issued. <p>Note: Enter the name beside “offset”.</p>
3	Manually enter the amount of the assignment in item 23, if CCC-36 is on file for participant. <p>*--Important: Item 23’s label, “Claim/Receivable”, is erroneous. It should be--* “Assignment/Joint Payment”. A correction will be made in a future software release.</p>
4	Manually enter the amount the producer will be issued for payment in item 24. Calculate the amount by subtracting the amounts in items 22 and 23 from the amount in item 21.
5	Issue payment according to 1-FI.

Continued on the next page

220 Recording Partial Performance on CCC-1245 (Continued)

C
Processing
Partial Payment
(Continued)

Step	Action
6	<p>COC member, CED, or designated representative, other than the employee who computed earnings, shall:</p> <ul style="list-style-type: none"> • not have an interest in the farm involved • review the following: <ul style="list-style-type: none"> • CCC-1245 and applicable invoices ensuring that payment calculations are correct • CCC-184 or producer’s disbursement transaction statement to ensure that producer data, program data, and C/S-incentive earned data is correct • *--initial and date item 24 and ACP-246, if applicable, before payment is issued to the--* producer.
7	<p>Enter CCC-184 or direct deposit number in item 26. If additional room is needed for multiple producers or other payees for offsets or assignments, attach a separate sheet of paper to CCC-1245, listing all payment numbers.</p>
8	<p>Record partial performance according to this section.</p>

Continued on the next page

221 Using Partial Performance Option

A

Guidelines

Use the following guidelines when processing Menu EEB300, option 3, "Partial Performance".

- An allocation must be recorded on the ledger to use this option.
- Compute C/S incentives earned and complete CCC-1245 according to paragraph 220 before recording data through this option.
- *--If partial performance and certification for a practice occurred during the FY CCC-1200 was approved:
 - CCC software will not allow performance to be recorded during the FY in which CCC-1200 is approved

Note: EQIP regulations prohibit payments during the FY CCC-1200 is approved.

- Service Centers shall maintain a list of CCC-1245's that are to be entered through this option in the following FY
- ledgers will not be updated until performance is recorded through this option.

Note: These provisions are not applicable in at least the following cases:

- in/out transfers of contracts that occur in an FY after the FY the original CCC-1200 was approved
- CCC-1200's that are approved in an FY later than they normally would have been approved, because the applicant won an appeal of a disapproval determination.--*

Continued on the next page

221 Using Partial Performance Option (Continued)

A

Guidelines (Continued)

- If CCC-1245 uses components, ensure that all needed components have been identified.
- Components may be added through this option as partial performance is being recorded, if they were not previously added to CCC-1245.
- If the C/S-incentives approved amount for CCC-1245 needs to be corrected before partial performance is recorded, complete the following:
 - access Screen EEB24000 through Menu EEB200, option 3, “Approval Process”
 - *--PRESS “Cmd20” or “Shift F8” to change the C/S-incentive amount for--* the technical practice associated to CCC-1245
 - update the C/S-incentive amount from CCC-1200 to CCC-1245 either at the end of Menu EEB200, option 3 processing, or through Menu EEB300, option 2, “Update CCC-1245”.
- After 1 partial payment for an individual CCC-1245 has been recorded through this option, Menu EEB300, option 2, “Update CCC-1245”, can no longer be accessed. Process all CCC-1245 updates through this option until final performance has been recorded.
- *--If a practice extension is granted, after partial performance has been recorded, record the new expiration date through this option.--*
- If partial performance is recorded on the wrong CCC-1245, complete the following to correct the situation:
 - cancel and delete CCC-1245 on which partial performance was recorded
 - create a replacement CCC-1245 for the canceled and deleted CCC-1245
 - record partial performance on the correct CCC-1245.

Continued on the next page

221 Using Partial Performance Option (Continued)

***--B**

Practice Extensions

The time to complete a practice may be extended if the extension is requested before the practice expires. The extension shall be limited to the minimum time necessary to complete the practice.

Practice extensions shall be documented individually in COC minutes and, at a minimum, include the following:

- primary participant or agent
- FSN or control number
- practice
- reason for extension.

County Offices shall notify the producer in writing whether an extension has been authorized. If an extension is authorized, notify the producer of the new practice expiration date and update the practice expiration date through this option.

C

When to Decrease Partial Performance

Decrease partial performance according to this section if the C/S-incentive earned on CCC-1245 is **overstated** after partial, but no final, performance has been recorded and the payment issued has any of the following conditions.

- Payment amount issued was overstated and the participant refunds the overpayment amount in the same FY in which the error occurred.

Note: See subparagraph 311 B.

- Payment amount issued was correct.
- Payment was issued on CCC-184 and was overstated; the participant returns the original CCC-184 to the County Office.

Important: In this case, cancel and void original CCC-184, and issue a new CCC-184 for the correct amount.--*

222 Beginning Partial Performance Processing

A

Option Startup

Complete the following to begin processing the partial performance option. Update tract or producer data previously entered through the CCC-1245 create or update option according to this table, if needed.

Step	Action	Result	
1	On Menu EEB300, ENTER "3", and PRESS "Enter".	Screen EEB20550 will be displayed.	
2	Enter the CCC-1245 control number to be accessed, and PRESS "Enter".	*--IF the current FY is...	THEN...
		equal to the FY in the CCC-1200's fund code	the message, "Performance for a CCC-1245 cannot be recorded in the first FY of a contract", will be displayed and further processing of that CCC-1245 will discontinue.
		greater than the FY in the CCC-1200's fund code--*	1 of the following screens will be displayed, depending on the number of tracts and producers associated to CCC-1245: <ul style="list-style-type: none"> • EEB31000 • EEB31500 • EEB32000.
3	<p>If modifications on any particular screen:</p> <ul style="list-style-type: none"> • do not need to be made, PRESS "Enter" to bypass the screen • need to be made, see the appropriate screen in Section 1 for modifying data on the screen. PRESS "Enter" after modifications have been made. <p>Either bypass or modify data, as needed, on all screens. PRESS "Enter" after each screen.</p>	Screen EEB32000 will be displayed.	

223 CCC-1245 Initial Data Screen EEB32000

A
Example of
Screen
EEB32000

This is an example of Screen EEB32000. Data from previous CCC-1245 processing will be displayed.

Note: The only data on Screen EEB32000 that may be modified is the "Practice Location".

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB32000
CCC-1245 Initial Data Screen      Version: AC93  10-16-2001 13:10 Term E4
-----
Contract Number: 1997 0260      Program: EQIP      Fund Code: 220004/1997*
Control Number:  2002 0001      Farm NO: 1981
Producer ID:      438 96 1089 S      Name:      NATHAN ALLBRITTON

Technical Practice Code: 528      A
      (Leave blank to list ALL Technical Practices associated to Contract)

Technical Description:

Practice Location: _____ D-16 _____

Will components be used with this CCC-1245 (Y or N)?  N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

223 CCC-1245 Initial Data Screen EEB32000 (Continued)

B

Changing the Practice Location

If the practice location:

- needs to be changed, type over the entry in the field, and PRESS “Enter” when complete
- does not need to be changed, PRESS “Enter” to bypass the screen.

* * *

C

Changing the Component Flag

Although the component flag cannot be changed through this option, the flag, if set incorrectly, can be changed according to the following table.

IF partial performance has...	THEN...
not been previously recorded	<ul style="list-style-type: none"> • *--PRESS “Cmd7” or “F7” to exit this option--* • access Menu EEB300, option 2, “Update CCC-1245” • PRESS “Enter” until Screen EEB32000 is displayed • change the flag to its appropriate setting • make any component code additions, deletions, or changes • PRESS “Enter” through remaining screens in the option • process partial performance according to this section.
been previously recorded	<ul style="list-style-type: none"> • cancel and delete CCC-1245 on which partial performance was recorded • create a replacement CCC-1245 • individually re-record each previous partial performance • record current partial performance according to this section.

*--224 CCC-1245 and Ledger Data Screen EEB34000

A
Example of
Screen
EEB34000

This is an example of Screen EEB34000.

Conservation CCC-1245 and Ledger Data Screen	069-NATCHOTICHES	Selection Version: AC95	EEB34000 11-01-2001 11:48 Term E5		

Contract Number: 1997 0260	Program: EQIP	Fund Code: 220004/1997*			
Control Number: 2002 0008	Farm NO: 1981	Tech Prac: 528 A			
Producer ID: 438 96 1089 S	Name: NATHAN ALLBRITTON				
Practice Description: Prescribed grazing (Ac)					
Extent Approved	Offered Level	C/S-Inc Approved	Extent Perf.	C/S-Inc Earned	Fund Code
103.3	100	801	_____	_____	
		800		_____	228001/1997
		1		_____	220004/1997
Enter=Continue Cmd4=Previous Screen Cmd7=End					
IM: Components are not to be used with this CCC-1245.					

--*

B
Data Displayed
on Screen
EEB34000

The following data for the technical practice will be displayed from earlier CCC-1245 processing:

- technical practice code and description
- extent approved
- offered level
- C/S-incentives approved.
- *--fund code, if practice has multiple fund codes.

Note: If partial performance has been previously recorded, extent performed and C/S-incentive earned data for the technical practice will also be displayed.--*

Continued on the next page

--224 CCC-1245 and Ledger Data Screen EEB34000 (Continued)--

C

**Incorrect
Technical
Practice Data**

If any of the following data for the technical practice is incorrect or needs to be updated, it cannot be manually changed through this option:

- extent approved
- offered level
- C/S-incentives approved.

Correct or update the data through CCC-1200 processing as follows.

Step	Action
1	*--PRESS “Cmd7” or “F7” to exit the CCC-1245 partial performance process without completing the option.
2	Access the contract to which CCC-1245 is associated, through Menu EEB200, option 3, “Approval Process”.
3	PRESS “Enter” until Screen EEB24005 is displayed.
4	<p>PRESS “Cmd20” or “Shift F8” to change the technical practice data.</p> <p>Important: The offered level cannot be changed on CCC-1200 through “Cmd20” or “Shift F8” after CCC-1245 has been created, but all other technical practice--* data can be changed.</p> <p>If partial performance has already been recorded, but no final performance has been recorded, the total C/S-incentives for the practice can be:</p> <ul style="list-style-type: none"> • increased • decreased only to the C/S-incentives earned for the practice.

Continued on the next page

--224 CCC-1245 and Ledger Data Screen EEB34000 (Continued)--

**C
Incorrect
Technical
Practice Data
(Continued)**

Step	Action
5	<p>After the technical practice data has been changed, PRESS “Enter” on the remaining screens of the option.</p> <p>The final screen of the option will indicate that CCC-1245 contains different technical practice data than CCC-1200.</p>
6	<p>CCC-1245 may be updated with the changed technical practice data by either of the following methods.</p> <ul style="list-style-type: none"> •*--PRESS “Cmd20” or “Shift F8” to access CCC-1245 to update it with the changed technical practice data from CCC-1200 option. Record partial performance as usual. • PRESS “Enter” to bypass the “Cmd20” or “Shift F8” process entirely for CCC-1245 and--* complete processing the option. Record partial performance as usual. The changed technical practice data will be updated to CCC-1245 when processing partial performance.

Continued on the next page

***--224 CCC-1245 and Ledger Data Screen EEB34000 (Continued)**

D

Entering Partial Performance Data on Screen EEB34000 If data displayed on Screen EEB34000 is correct, enter the partial performance according to the following table.

Note: Partial performance cannot be recorded for non-C/S technical practices.

Step	Action				
1	<p>Enter the extent performed for the portion of the practice that has been completed.</p> <p>Important: If partial performance was previously recorded, add the extent performed to the entry displayed on Screen EEB34000, and enter the total. This is the extent performed for the practice to date.</p>				
2	<p>Enter the total C/S-incentive earned for the portion of the practice that has been completed.</p> <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the C/S-incentive approved amount for the practice. <p>Important: If partial performance was previously recorded, add the current payment amount to the C/S-incentive earned amount already recorded, which is displayed on Screen EEB34000, and enter the total. This is the total amount earned for the practice to date.</p> <p>Example: CCC-1245 was approved for 500 acres with a C/S-incentive of \$3,000. Producer received partial payments of \$500 for 100 acres and \$300 for 75 acres. He has requested an additional partial payment for \$1,000 for 200 acres performed. The entries on Screen EEB34000 for this payment will be:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Extent Performed</td> <td>375 ac</td> </tr> <tr> <td>C/S-Incentive Earned</td> <td>\$1,800</td> </tr> </table>	Extent Performed	375 ac	C/S-Incentive Earned	\$1,800
Extent Performed	375 ac				
C/S-Incentive Earned	\$1,800				
3	<p>When all data has been entered, PRESS "Enter". Screen EEB36000 will be displayed. Go to paragraph 226.</p>				

--*

*--225 CCC-1245 and Ledger Data Screen EEB34005

A
Example of
Screen
EEB34005

This is an example of Screen EEB34005.

Conservation		069-NATCHOTICHES		Selection		EEB34005		
CCC-1245 and Ledger Data Screen				Version: AC95 11-01-2001 15:12 Term E4				
Contract Number: 1999 0688		Program: EQIP		Fund Code: 220004/1999				
Control Number: 2002 0006		Farm NO: 2799		Tech Prac: 590				
Producer ID: 72 1432697 E		Name: METHVIN FARMS						
Practice Description: Nutrient management (Ac)								
Comp Code	Unit	Extent Approved	Offered Level	Avg Unit Cost	Comp Rate	C/S-Inc Approved	Extent Perf.	C/S-Inc Earned
		234.7	100			1174		
CAP	UNIT	10.0	100	10.000	<u>10.000</u>	<u>800</u>		
ILL	FT	100.0	100	.800	<u>.800</u>	<u>200</u>		
WDE	LB	50.0	100	5.000	<u>5.000</u>	<u>174</u>		
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change Cmd24=Delete IM: Use Cmd16, Cmd20, & Cmd24 to process components.								

B
Data Displayed
on Screen
EEB34005--*

The following data will be displayed from earlier CCC-1245 processing:

- technical practice data:
 - technical practice code and description
 - extent approved
 - offered level
 - C/S-incentives approved
- all component data from the “Comp Code” column through the “C/S-Inc Approved” column.

Note: If partial performance has been previously recorded, extent and C/S-incentives earned data for the technical practice and components will also be displayed.

Continued on the next page

--225 CCC-1245 and Ledger Data Screen EEB34005 (Continued)--

C**Incorrect
Technical
Practice Data**

If any of the following data for the technical practice is incorrect or needs to be updated, it cannot be changed manually through this option:

- extent approved
- offered level
- C/S-incentives approved.

Correct the data according to subparagraph 224 C.

D**Processing
Components**

Components may be processed with command keys as in other CCC-1245 options, as follows:

- *--“Cmd16” or “Shift F4” to add a component
- “Cmd20” or “Shift F8” to change a component
- “Cmd24” or “Shift F12” to delete a component.

Note: See paragraph 178 for processing components with command keys.

If a component is changed using “Cmd20” or “Shift F8”, the system will recalculate the rate, if applicable. If a not-to-exceed per unit or total amount is used for the component, it will need to be re-entered in the component’s “C/S-Inc Approved” column on Screen EEB34000.

When a component is deleted using “Cmd24” or “Shift F12” , all data for that component will be deleted. Therefore, if a component is erroneously deleted, all data for the component will need to be re-entered using “Cmd16” or “Shift F4”.--*

The C/S-incentives approved for components may be changed, if needed, but the total of the C/S-incentives approved amount for the components must still equal the total C/S-incentives approved amount for the practice for processing to continue.

Continued on the next page

***--225 CCC-1245 and Ledger Data Screen EEB34005 (Continued)**

E

Entering Performance Data on Screen EEB34005 If data displayed on Screen EEB34005 is correct, enter partial performance data on Screen EEB34005 as follows.--*

Step	Action				
1	<p>Enter the total C/S-incentive earned amount on the top line, for the portion of the practice that has been completed.</p> <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the C/S-incentives approved amount for the practice. <p>*--Important: If partial performance was previously recorded, add the current payment amount to the C/S-incentive earned amount already recorded, which is displayed on Screen EEB34000, and enter the total. This is the total amount earned for the practice to date.</p> <p>Example: CCC-1245 was approved for 500 acres with a C/S-incentive of \$3,000. Producer received partial payments of \$500 for 100 acres and \$300 for 75 acres. He has requested an additional partial payment for \$1,000 for 200 acres performed. The entries on Screen EEB34000 for this payment will be:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Extent Performed</td> <td>375 ac</td> </tr> <tr> <td>C/S-Incentive Earned</td> <td>\$1,800--*</td> </tr> </table>	Extent Performed	375 ac	C/S-Incentive Earned	\$1,800--*
Extent Performed	375 ac				
C/S-Incentive Earned	\$1,800--*				
2	<p>Enter the extent performed and C/S-incentive earned for the portion of the each component that has been completed for the practice.</p> <p>Important: The total of the C/S-incentives earned for the components must equal the total C/S-incentives earned for the practice.</p> <p>Note: A component's extent performed may be entered without the C/S-incentive earned being entered. However, if the C/S-incentives earned for the component is entered, the extent performed must also be entered.</p>				
3	<p>When all data has been entered, PRESS "Enter".</p> <p>Screen EEB36000 will be displayed.</p>				

Continued on the next page

*--225 CCC-1245 and Ledger Data Screen EEB34005 (Continued)

F
Example of
Screen
EEB34005 With
Performance
Data

This is an example of Screen EEB34005 after partial performance data has been entered.

```

Conservation      069-NATCHOTICHES      Selection      EEB34005
CCC-1245 and Ledger Data Screen      Version: AC95  11-01-2001 15:47 Term E4
-----
Contract Number: 1999 0688      Program: EQIP      Fund Code: 220004/1999
Control Number:  2002 0006      Farm NO: 2799      Tech Prac:   590
Producer ID:      72 1432697 E      Name:      METHVIN FARMS

Practice Description:  Nutrient management (Ac)

Comp      Extent  Offered  Avg Unit      Comp  C/S-Inc  Extent  C/S-Inc
Code  Unit  Approved  Level      Cost      Rate  Approved  Perf.  Earned
CAP  UNIT      234.7    100      10.000    10.000    1174    100.0    500
ILL  FT       10.0    100       .800      .800      800     4.0     300
WDE  LB       50.0    100       5.000     5.000     200    100.0    200
                               174
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                               Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process components.
    
```

--*

***--226 CCC-1245 Dates Screen EEB36000**

A
Updating Dates
on Screen
EEB36000

The following dates may be modified on Screen EEB36000:

- practice to begin
- practice to be completed
- practice expires.

Complete Screen EEB36000 as follows.

IF one or more dates...	THEN...
do not need to be updated	<ul style="list-style-type: none"> • PRESS “Enter” to bypass this screen • Screen EEB37000 will be displayed.
need to be updated	<ul style="list-style-type: none"> • update applicable dates according to subparagraph 179 B • PRESS “Enter” when updates are complete • Screen EEB37000 will be displayed.

---*

227 CCC-1245 Process Status Screen EEB37000

A
Example of
Screen
EEB37000

This is an example of Screen EEB37000.

*--

```

Conservation          069-NATCHOTICHES          Entry          EEB37000
CCC-1245 Process Status Screen      Version: AC95  11-01-2001 15:53 Term E4
-----
Contract Number: 1999 0688          Program: EQIP          Fund Code: 220004/1999
Control Number:  2002 0006          Farm NO: 2799          Tech Prac:  590
Producer ID:      72 1432697 E      Name:      METHVIN FARMS

If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.

__Print CCC-1245

1. Create CCC-1245          5. Cancellation Process
2. Update CCC-1245         6. Deletion Process
3. Partial Performance      7. Print CCC-1245
4. Final Performance

Enter option and press "Enter".  __
Enter=Continue  Cmd7=End
IM: Partial performance information has been recorded.
    
```

--*

Continued on the next page

227 CCC-1245 Process Status Screen EEB37000 (Continued)

B
Updating
Contract File

When Screen EEB37000 is displayed, the contract file will be updated as follows.

- CCC-1245 itself will be updated with the data entered through this option.
- CCC-1245 C/S-incentives earned amount entered for the practice through this option will be posted to the "C/S-Inc.Earned" column for the practice on CCC-1200 Technical Practice Screen EEB24005.

Reminder: The contract file contains both CCC-1200 data and CCC-1245 data.

C
Example of
Screen
EEB24005

This is an example of Screen EEB24005 after partial performance has been recorded for technical practice 312.

***--Note:** The extent performed has been posted to the "Extent Perform" column, and the C/S-incentive earned for the practice has been posted to the "C/S-Inc. Earned" column. The partial payment does not affect the "Total C/S-Inc." field for the technical practice.

```

Conservation          037-EAST FELICIANO          Selection          EEB24005
CCC-1200 Technical Practice Screen  Version: AC89 07-03-2001 12:42 Term E5
-----
Contract Number: 1997 0008      Program:  EQIP      Fund Code: 229999/1997*
Farm NO:          2690          Tract NO: 790
Producer ID:     434 21 4016 S  Name:      JERRY CROOKS

Overall Contract Value:          6,500      Total Amt to be Distributed:          0

   Technical  Extent   Total  C/S-Inc  Offer  Year  CCC-1245  Extent  C/S-Inc
#   Code     Approved C/S-Inc  Level Level Sched  CTL NO.  Perform Earned
1   312       100.0   1500    75    55   2001   2001-0004   50.0   750
2   382         50.0         75    75    2002
3   645         80.0   2000   100   100   2003
4   430 AAA    300.0         75    2004
5   382       100.0   3000    70    70   2005

Totals:                      6500                                750
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
    
```

--*

Continued on the next page

***--227 CCC-1245 Process Status Screen EEB37000 (Continued)**

**D
Updating the
Ledger File**

When Screen EEB37000 is displayed, the contract file will be updated with the following entries:

- partial payment line item entry on Sequential Ledger Entry Report EEB425-R007, which consists of the C/S-incentives earned amount entered on Screen EEB34000 being posted to columns 5 and 6
- the C/S-incentives earned amount entered on Screen EEB34000 will be posted to columns 5 and 6, and subtracted from column 7 on Sequential Contracts Report EEB425-R008.

Note: In both cases, if multiple partial performances are recorded, only the difference between the current total C/S-incentives earned and previous C/S-incentives earned for the practice will be posted to the ledgers.

Example: The total C/S-incentives earned for a practice previously recorded through partial performance is \$5000. An additional partial payment has been made in the amount of \$1000 and recorded through the partial performance option. The total C/S-incentives earned is now \$6000, but only \$1000, the amount of the most recent partial payment, is posted to columns 5 and 6 on the ledgers.--*

Continued on the next page

227 CCC-1245 Process Status Screen EEB37000 (Continued)

E

Example of Report EEB425-R007 This is an example of Report EEB425-R007 with a partial payment line item entry.

*--

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-1997	
BARBOUR		Farm Service Agency		As of: 12-15-1997	
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1998	
Fund Code: 540025/1997		Date From 10-01-1997 Thru 12-15-1997			
Desc: Tygart Valley Watershed					

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR
	* FARM #, CNTR # - PROD.	* AMOUNT	* APPROVED	* AMOUNT APPROVED	* AMOUNT EARNED
-- (1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
10-01-1997	CARRY FORWARD	165,062	165,062		0
11-04-1997	CANCELLED 1682 19970060	CLARENCE HULL	75,000-		75,000
12-15-1997	PARTIAL PAYMENT 1518 19970001	1998 0012 RUDOLPH HESSE		24,688	24,688 75,000
10-31-1997	MONTH END	165,062	165,062		0
11-30-1997	MONTH END	165,062	90,062		75,000
12-15-1997	CURRENT BALANCE	165,062	90,062	24,688	24,688 75,000

--*

Continued on the next page

227 CCC-1245 Process Status Screen EEB37000 (Continued)

F

Example of Report This is an example of Report EEB425-R008 with a partial payment line item entry.
EEB425-R008

*--

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-1997		
BARBOUR		Farm Service Agency		As of: 12-15-1997		
Report ID: EEB425-R008		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Contracts Report		Fiscal Year: 1998		
Fund Code: 540025/1997		Date From 10-01-1997 Thru 12-15-1997				
Desc: Tygart Valley Watershed						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.	* AMOUNT	*APPROVED*AMOUNT	*APPROVED*AMOUNT EARNED	* COMMITMENT	
-- (1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----	
12-15-1997	CURRENT BALANCE		50,062	24,688	24,688	25,374
	1997 0001 RUDOLPH HESSE					
12-15-1997	CURRENT BALANCE		40,000			40,000
	1997 0037 ANDREW MILLER					
11-04-1997	CANCELLED		0			0
12-15-1997	CURRENT BALANCE		90,062	24,688	24,688	65,374

--*

Continued on the next page

227 CCC-1245 Process Status Screen EEB37000 (Continued)

G

**Completing
Screen
EEB37000**

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the "Print CCC-1245" field.
	not to be printed	leave the "Print CCC-1245" field blank.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	*--PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1, and "Enter" or "Cmd7" or "F7" was pressed in step 2	<p>Screen EZZ8000 will be displayed.</p> <ul style="list-style-type: none"> • Enter the printer ID, the number of copies--* to be printed, and PRESS "Enter". • The number of copies of CCC-1245 entered on Screen EZZ8000 will be printed, and the first screen of the option selected in step 2 or Menu EEB300 will be displayed. <p>Note: If CCC-1245 is printed, and has multiple producers associated to it, a supplemental page will print listing all of the producers, except the primary producer, which is printed on CCC-1245 itself.</p>
	not selected to be printed	the first screen of the option selected in step 2 or Menu EEB300 will be displayed.

228-229 (Reserved)

Section 5 Final Performance Process

230 Recording Final Performance on CCC-1245

A

Certifying Performance Complete final performance certification on CCC-1245 as follows.

Step	Action
1	Ensure that the producer reads item 17.
2	<p>*--Manually enter the extent performed for the practice and each component, if components are used, in item 13 F. Leave blank if NRCS is to complete item 13 F.</p> <p>If the extent performed in item 13 F is greater than the extent approved in item 13 C:</p> <ul style="list-style-type: none"> • circle the entry in item 13 F • enter the extent approved in item 13 F. <p>Note: The County Office, the producer, or NRCS may complete item 13 F.--*</p>
3	<p>Have the producer complete items 18 and 19.</p> <p>If “YES” is checked in item 19, enter the following for each payment received:</p> <ul style="list-style-type: none"> • State and county where payment was earned • amount of payment • farm number, if known, if multiple payments were received.
4	Ensure that the producer reads the “Certification by Participant” section, and signs and dates item 27 when making application for payment of the practice.
5	Make a copy of CCC-1245 and file it in the producer’s folder. Forward the original to the local NRCS office for performance certification.

--*

Continued on the next page

230 Recording Final Performance on CCC-1245 (Continued)

A
Certifying
Performance
(Continued)

Step	Action
6	<p>Ensure that NRCS completes the following items:</p> <ul style="list-style-type: none"> • 13 F, if not previously completed • 15 • 16, including date. <p>Important: Final payment shall not be issued and final performance shall not be recorded without NRCS' certification that the practice has been completed.</p> <p>* * *</p>
7	<p>Ensure that:</p> <ul style="list-style-type: none"> • the performance certification is complete and correct • all required information has been obtained, such as receipts • any necessary adjustments are made.

Continued on the next page

230 Recording Final Performance on CCC-1245 (Continued)

C
Processing Final Payment Process final payment as follows.

Step	Action
1	Manually enter the total C/S or incentive amount earned for the practice in item 20. This is the amount in the first line of item 13 G, and includes all partial payments previously made, if any.
2	Manually enter the total of all partial payments previously made from other CCC-1245's for the same control number in item 21.
3	<p>Manually enter the following in item 22:</p> <ul style="list-style-type: none"> • amount of debt or alien income tax being deducted <p>Note: Debts due to other agencies, departments, and alien income tax shall be entered in dollars and cents.</p> <ul style="list-style-type: none"> • name to whom the offset was issued. <p>Note: Enter the name beside "offset".</p>
4	<p>Manually enter the amount of the assignment in item 23, if CCC-36 in on file for participant.</p> <p>*--Important: Item 23's label, "Claim/Receivable", is erroneous. It should be,--* "Assignment/Joint Payment". A correction will be made in a future software release.</p>
5	Manually enter the amount the producer will be issued for payment in item 24. Calculate the amount by subtracting the amounts in items 21, 22, and 23 from the amount in item 20.
6	Issue payment according to 1-FI.

Continued on the next page

230 Recording Final Performance on CCC-1245 (Continued)

C
Processing Final
Payment
(Continued)

Step	Action
7	<p>COC member, CED, or designated representative, other than the employee who computed earnings, shall:</p> <ul style="list-style-type: none"> • not have an interest in the farm involved • review the following: <ul style="list-style-type: none"> • CCC-1245 and applicable invoices ensuring that payment calculations are correct • CCC-184 or producer’s disbursement transaction statement to ensure that producer data, program data, and C/S-incentive earned data is correct <p>•*--initial and date item 25 before payment is issued to the producer.--*</p>
8	<p>Enter CCC-184 or direct deposit number in item 26. If additional room is needed, attach a separate sheet of paper to CCC-1245, listing all payment numbers.</p>
9	<p>Record final performance according to this section.</p>

Continued on the next page

232 Beginning Final Performance Processing

A

Option Startup

Complete the following to begin processing the final performance option. Update tract data previously entered through the CCC-1245 create or update option according to this table, if needed.

Step	Action		Result
1	On Menu EEB300, ENTER “4”, and PRESS “Enter”.		Screen EEB20550 will be displayed.
2	Enter the CCC-1245 control number to be accessed, and PRESS “Enter”.	*--IF the current FY is...	THEN...
		equal to the FY in the CCC-1200’s fund code	the message, “Performance for a CCC-1245 cannot be recorded in the first FY of a contract”, will be displayed and further processing of that CCC-1245 will discontinue.
		greater than the FY in the CCC-1200’s fund code--*	1 of the following screens will be displayed, depending on the number of tracts and producers associated to CCC-1245: <ul style="list-style-type: none"> • EEB31000 • EEB32010.
3	IF Screen EEB31000 is...	THEN...	
	displayed, and modifications to tracts do not need to be made	PRESS “Enter” to bypass the screen.	Screen EEB32010 will be displayed.
	displayed and modifications to tracts need to be made	<ul style="list-style-type: none"> • see Section 1 for modifying tract data • PRESS “Enter” after modifications have been made. 	
	not displayed	no action is necessary.	

Important: The processing of Menu EEB300, options 1 through 3, display Screen EEB31500 as part of the option startup when there are multiple producers associated to CCC-1245.

This option, however, will **not** display Screen EEB31500 when there are multiple producers associated to CCC-1245 as part of the option startup. Screen EEB31500 will be displayed later in the option processing, according to this section.

233 CCC-1245 Initial Data Screen EEB32010

A
Example of
Screen
EEB32010

This is an example of Screen EEB32010. Data from previous CCC-1245 processing will be displayed.

Note: The only data on Screen EEB32010 that may be modified is the "Practice Location".

*--

```

Conservation          069-NATCHOTICHES          Selection          EEB32010
CCC-1245 Initial Data Screen          Version: AC93  10-16-2001 15:17 Term E4
-----
Contract Number: 1997 0260          Program: EQIP          Fund Code: 220004/1997*
Control Number: 2002 0003          Farm NO: 1981
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

Technical Practice Code: 314

Technical Description: Brush management (Ac)

Practice Location:  D-16

Will components be used with this CCC-1245 (Y or N)? N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

233 CCC-1245 Initial Data Screen EEB32010 (Continued)

B

Changing the Practice Location

If the practice location:

- needs to be changed, type over the entry in the field, and PRESS “Enter” when complete
- does not need to be changed, PRESS “Enter” to bypass the screen.

* * *

C

Changing Component Flag

Although the component flag cannot be changed through this option, the flag, if set incorrectly, can be changed according to the following table.

IF partial or final performance have...	THEN...
not been recorded previously	<ul style="list-style-type: none"> •*--PRESS “Cmd7” or “F7” to exit this option • access Menu EEB300, option 2, “Update CCC-1245” • PRESS “Enter” until Screen EEB32000 is displayed--* • change the flag to its appropriate setting • make any component code additions, deletions, or changes • PRESS “Enter” through remaining screens in the option • process partial performance according to this section.
been recorded previously	<ul style="list-style-type: none"> • cancel and delete CCC-1245 on which performance was recorded • create a replacement CCC-1245 • individually re-record each previous partial or final performance • record current final performance according to this section.

***--234 CCC-1245 and Ledger Data Screen EEB34000**

**A
Example of
Screen
EEB34000**

This is an example of Screen EEB34000. In this example, partial performance was previously recorded.

Conservation		069-NATCHOTICHES		Selection		EEB34000	
CCC-1245 and Ledger Data Screen				Version: AC93 10-16-2001 15:23 Term E4			
Contract Number: 1997 0261		Program: EQIP		Fund Code: 220004/1997*			
Control Number: 2002 0004		Farm NO: 2434		Tech Prac: 410			
Producer ID: 438 96 1089 S		Name: NATHAN ALLBRITTON					
Practice Description: Grade stabilization structure (No)							
Extent	Offered	C/S-Inc	Extent	C/S-Inc	Fund Code		
Approved	Level	Approved	Perf.	Earned			
5.0	75	1596	<u>3.0</u>	<u>900</u>			
		596		<u>300</u>	220004/1997		
		1000		<u>600</u>	228001/1997		
Enter=Continue Cmd4=Previous Screen Cmd7=End							

--*

**B
Data Displayed
on Screen
EEB34000**

The following data for the technical practice will be displayed from earlier CCC-1245 processing:

- technical practice code and description
- extent approved
- offered level
- C/S-incentives approved
- *--fund code, if practice has multiple fund codes
- extent performed for the practice, if partial performance was recorded--*
- C/S-incentives earned, if partial performance was recorded.

Continued on the next page

--234 CCC-1245 and Ledger Data Screen EEB34000 (Continued)--

C

**Incorrect
Technical
Practice Data**

If any of the following data for the technical practice is incorrect or needs to be updated, it cannot be manually changed through this option:

- extent approved
- offered level
- C/S-incentives approved
- *--fund code.

Correct or update the data through CCC-1200 processing as follows.

Step	Action
1	PRESS “Cmd7” or “F7” to exit the CCC-1245 final performance process without completing the option.
2	Access the contract to which CCC-1245 is associated, through Menu EEB200, option 3, “Approval Process”.
3	PRESS “Enter” through screens until Screen EEB24005 is displayed.
4	<p>PRESS “Cmd20” or “Shift F8” to change the technical practice data.</p> <p>Important: The fund code and offered level cannot be changed on CCC-1200 through “Cmd20” or “Shift F8” after CCC-1245 has been created, but all other--* technical practice data can be changed.</p> <p>If partial performance has already been recorded, but no final performance has been recorded, the total C/S-incentives for the practice can be:</p> <ul style="list-style-type: none"> • increased • decreased only to the C/S-incentives earned for the practice. <p>If final performance has been recorded, only the total C/S-incentives for the practice can be increased. Decreases in final performance, including decreases in the total C/S-incentives for the practice, must be entered from the CCC-1245 final performance option only.</p>

Continued on the next page

--234 CCC-1245 and Ledger Data Screen EEB34000 (Continued)--

**C
Incorrect
Technical
Practice Data
(Continued)**

Step	Action
5	<p>After the technical practice data has been changed, PRESS “Enter” on the remaining screens of the option.</p> <p>The final screen of the option will indicate that CCC-1245 contains different technical practice data than CCC-1200.</p>
6	<p>CCC-1245 may be updated with the changed technical practice data by either of the following methods.</p> <ul style="list-style-type: none"> •*--PRESS “Cmd20” or “Shift F8” to access CCC-1245 to update it with the changed technical practice data from CCC-1200 option. Record final performance as usual. • PRESS “Enter” to bypass the “Cmd20” or “Shift F8” process entirely for CCC-1245 and--* complete processing the option. Record final performance as usual. The changed technical practice data will be updated to CCC-1245 when processing final performance.

Continued on the next page

--234 CCC-1245 and Ledger Data Screen EEB34000 (Continued)--

**D
Entering
C/S-Incentives
Earned on
Screen
EEB34000**

If data displayed on Screen EEB34000 is correct, enter the total C/S-incentives earned amount for the practice as follows:

- in whole dollars
- from CCC-1245, column 13 G
- include all partial payments
- PRESS “Enter” after entry has been made.

--The C/S-incentives earned amount must be less than or equal to the C/S-incentives approved amount.--

Slippage occurs if the C/S-incentives earned amount is less than the C/S-incentives approved amount. See paragraph 239 for information on how the system handles slippage.

Note: Slippage is handled the same way regardless of whether CCC-1245 uses components.

* * *

*--235 CCC-1245 and Ledger Data Screen EEB34005

A
Example of
Screen
EEB34006

This is an example of Screen EEB34006. It is the version of Screen EEB34005 that will be displayed for practices with multiple fund codes. The screens are exactly alike.

Conservation		069-NATCHOTICHES		Selection		EEB34006			
CCC-1245 and Ledger Data Screen				Version: AC93 10-16-2001 14:23 Term E4					
Contract Number: 1997 0261		Program: EQIP		Fund Code: 220004/1997*					
Control Number: 2002 0004		Farm NO: 2434		Tech Prac: 410					
Producer ID: 438 96 1089 S		Name: NATHAN ALLBRITTON							
Practice Description: Grade stabilization structure (No)									
Comp Code	Unit	Extent Approved	Offered Level	Avg Unit Cost	Comp Rate	C/S-Inc Approved	Extent Perf.	C/S-Inc Earned	
		5.0	75			1596	---	---	
OTM	UNIT	1.0	75	100.000	75.000	1000	---	---	
PL	FT	3000.0	75	1.500	1.125	596	---	---	
Enter=Continue								Cmd4=Previous Screen	
				Cmd7=End		Cmd16=Add		Cmd20=Change	
								Cmd24=Delete	

B
Data Displayed
on Screen
EEB34005--*

The following data will be displayed from earlier CCC-1245 processing:

- technical practice data:
 - technical practice code and description
 - extent approved
 - offered level
 - C/S-incentives approved
- all component data from the “Comp Code” column through the “C/S-Inc Approved” column.

Note: If partial performance or final performance have been previously recorded, *--extent performed and C/S-incentives earned data for the technical--* practice and components will also be displayed.

Continued on the next page

--235 CCC-1245 and Ledger Data Screen EEB34005 (Continued)--

C**Incorrect
Technical
Practice Data**

If any of the following data for the technical practice is incorrect or needs to be updated, it cannot be changed manually through this option:

- extent approved
- offered level
- C/S-incentives approved.

Correct the data according to subparagraph 234 C.

D**Processing
Components**

Components may be processed with command keys as in other CCC-1245 options, as follows:

- *--“Cmd16” or “Shift F4” to add a component
- “Cmd20” or “Shift F8” to change a component
- “Cmd24” or “Shift F12” to delete a component.

Note: See paragraph 178 for processing components with command keys.

If a component is changed using “Cmd20” or “Shift F8”, the system will recalculate the rate, if applicable. If a not-to-exceed per unit or total amount is used for the component, it will need to be re-entered in the component’s “C/S-Inc Approved” column on Screen EEB34005.

When a component is deleted using “Cmd24” or “Shift F12”, all data for that component will be deleted. Therefore, if a component is erroneously deleted, all data for the component will need to be re-entered using “Cmd16” or “Shift F4”.--*

The C/S-incentives approved for components may be changed, if needed, but the total of the C/S-incentives approved amount for the components must still equal the total C/S-incentives approved amount for the practice for processing to continue.

Continued on the next page

***--235 CCC-1245 and Ledger Data Screen EEB34005 (Continued)**

E

Entering Performance Data on Screen EEB34005 If data displayed on Screen EEB34005 is correct, enter final performance data on Screen EEB34005 as follows.

Step	Action
1	<p>Enter the total extent performed for the practice. Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the extent approved for the practice.--*
2	<p>Enter the total C/S-incentives earned amount for the practice on the top line, as follows:</p> <ul style="list-style-type: none"> • in whole dollars • from CCC-1245, column 13 G • include all partial payments. <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the C/S-incentives approved amount for the practice. <p>Important: The “C/S-Inc Earned” field for the practice must always display the total amount that has been earned on the practice. This is the total of all payments for the practice. Always add additional payment amounts and the amounts already entered on the screen, and enter the sum as the C/S-incentives earned.</p>
3	<p>Enter the extent performed and C/S-incentives earned for each component that has been completed for the practice.</p> <p>Important: The total of the C/S-incentives earned for the components must equal the total C/S-incentives earned amount for the practice.</p> <p>Notes: A component’s C/S-incentives earned must be entered in whole dollars.</p> <p>A component’s extent performed may be entered without the C/S-incentives earned being entered. However, if the C/S-incentives earned for the component is entered, the extent performed must also be entered.</p>
4	<p>When all data has been entered, PRESS “Enter”.</p> <p>Screen EEB34500 will be displayed.</p>

Continued on the next page

*--235 CCC-1245 and Ledger Data Screen EEB34005 (Continued)

F
Example of
Screen
EEB34005 With
Performance
Data

This is an example of Screen EEB34005 after final performance data has been entered.

Conservation		069-NATCHOTICHES		Selection		EEB34005		
CCC-1245 and Ledger Data Screen				Version: AC93 10-16-2001 15:23 Term E4				
Contract Number: 1997 0261		Program: EQIP		Fund Code: 220004/1997				
Control Number: 2002 0004		Farm NO: 2434		Tech Prac: 410				
Producer ID: 438 96 1089 S		Name: NATHAN ALLBRITTON						
Practice Description: Grade stabilization structure (No)								
Comp Code	Unit	Extent Approved	Offered Level	Avg Unit Cost	Comp Rate	C/S-Inc Approved	Extent Perf.	C/S-Inc Earned
		5.0	75			1596	5.0	1596
OTM	UNIT	1.0	75	100.000	75.000	1000	1.0	1000
PL	FT	3000.0	75	1.500	1.125	596	3000.0	596
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change								
Cmd24=Delete								

--*

236 CCC-1245 Final Performance Data Screen EEB34500

A
Example of
Screen
EEB34500

This is an example of Screen EEB34500.

*--

```

Conservation      069-NATCHOTICHES      Selection      EEB34500
CCC-1245 Final Performance Data Screen Version: AC93 10-16-2001 15:27 Term E4
-----
Contract Number: 1997 0261      Program: EQIP      Fund Code: 220004/1997*
Control Number: 2002 0004      Farm NO: 2434      Tech Prac: 410
Producer ID: 438 96 1089 S      Name: NATHAN ALLBRITTON

Practice Description: Grade stabilization structure (No)

Performance Data:

Total Installation Cost:
Check/Direct Deposit Number: 00000000

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

236 CCC-1245 Final Performance Data Screen EEB34500 (Continued)

B
Completing Complete Screen EEB34500 as follows.
Screen
EEB34500

Step	Action
1	Enter the total installation cost, in whole dollars, from CCC-1245, item 14 a. * * *
2	Enter the check or direct deposit number. When payments are issued to multiple participants for one CCC-1245, enter the payment number for the participant printed on CCC-1245. If there are multiple payments because of partial payments, enter the payment number of the final payment.
3	After entries have been made, PRESS "Enter". If the number of participants associated to CCC-1200 is: <ul style="list-style-type: none"> • greater than one, Screen EEB31500 will be displayed; go to paragraph 237 • one, Screen EEB36000 will be displayed; go to paragraph 238.

237 CCC-1245 Participant Data Screen EEB31500

A
Example of
Screen
EEB31500

This is an example of Screen EEB31500.

*--

```

Conservation          054-BARBOUR          Selection  EEB31500
CCC-1245 Participant Data Screen  Version:  A001 03-20-2001  15:18  Term
                                          E3
-----
Contract Number:   1997 0001   Program:   EQIP   Fund Code: 540025/1997
Control Number:    2001 0045   Farm NO:   355

C/S-Inc. Earned - Practice:   27,500
C/S-Inc. Earned - Producer:    0      NO. of Eligible Persons:     3

#   Producer ID      Name                Prod.      C/S-Inc.
   Type Earned

1   *234 55 1125 S    Rudolph Hesse      OW
2   234 87 4417 S    Ruth Hesse         OW
3   296 44 3516 S    William Miller     OP

* indicates primary producer for control number

Enter=Continue  Cmd4=Previous  Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                  Cmd24=Delete
    
```

--*

Continued on the next page

***--237 CCC-1245 Participant Data Screen EEB31500 (Continued)**

B**Data Displayed
on Screen
EEB31500**

The following data is displayed on Screen EEB31500:

- the new field, “C/S-Inc Earned - Practice”, which contains the C/S-incentives earned for the practice that was entered on Screen EEB34000
- producers and the number of eligible persons entered from previous CCC-1245 processing
- the new “C/S-Inc Earned” column, which contains the portion of the C/S-incentives earned for the practice earned by each individual producer

Note: If final performance has not been recorded before, this field will be blank for each producer, until producer data is updated according to this paragraph.

- the new field, “C/S-Inc Earned - Producers”, which is the total C/S-incentives earned by all producers.

Note: If final performance has not been recorded before, this field will be displayed with a zero entry, until producer data is updated according to this paragraph.--*

Continued on the next page

237 CCC-1245 Participant Data Screen EEB31500 (Continued)

**C
Completing
Screen
EEB31500**

Producers may be processed with command keys as in other CCC-1245 options, as follows:

- *--“Cmd16” or “Shift F4” to add a producer
- “Cmd20” or “Shift F8” to change a producer’s data
- “Cmd24” or “Shift F12” to delete a producer.--*

The following must be completed before processing can continue beyond this screen:

- at least 1 producer, the primary producer, must be displayed on this screen with a C/S-incentives earned amount
- the total C/S-incentives earned for all producers must be equal to the C/S-incentives earned displayed for the practice.

Continued on the next page

237 CCC-1245 Participant Data Screen EEB31500 (Continued)

C
Completing Complete Screen EEB31500 as follows.
Screen
EEB31500
(Continued)

Step	Action	Result
1	<p>PRESS:</p> <ul style="list-style-type: none"> • *--“Cmd16” or “Shift F4” to add producers, if necessary • “Cmd20” or “Shift F7” to change producer information. <p>On Screen EEB31510:--*</p> <ul style="list-style-type: none"> • enter or update the primary producer designation • enter the C/S-incentives earned amount for the producer • PRESS “Enter”. 	<p>Screen EEB31500 will be redisplayed reflecting:</p> <ul style="list-style-type: none"> • the producer added or changed as applicable • the C/S-incentives earned for the producer in the “C/S-Inc Earned” column • the C/S-incentives earned for the producer added to the total in the “C/S-Inc Earned - Producers” field.
2	<p>Repeat step 1 for all producers that should be associated to CCC-1245.</p> <p>Delete any producers that should not be associated to CCC-1245.</p>	<p>Screen EEB31500 will be redisplayed reflecting data that was added, changed, or deleted.</p>
3	<p>Enter the number of eligible persons that are determined as 1 person for payment limitations.</p>	<p>The entry will be reflected in the “No. of Eligible Persons” field.</p>
4	<p>When steps 1 and 3 have been completed, ensure that the amount in the “C/S-Inc Earned - Practice” field is equal to the amount in the “C/S-Inc Earned - Producers” field, and PRESS “Enter”.</p> <p>Reminder: Processing cannot continue beyond this screen until these amounts are equal.</p>	<p>Screen EEB36000 will be displayed.</p>

Continued on the next page

237 CCC-1245 Participant Data Screen EEB31500 (Continued)

D
Example of
Screen
EEB31500
Completed

This is an example of Screen EEB31500 with processing completed for all producers.

*--

```

Conservation          054-BARBOUR          Selection  EEB31500
CCC-1245 Participant Data Screen  Version:  A001 03-20-2001  15:18  Term
                                                E3
-----
Contract Number:    1997 0001    Program:    EQIP    Fund Code: 540025/1997
Control Number:     2001 0045    Farm NO:    355

C/S-Inc. Earned - Practice:    27,500
C/S-Inc. Earned - Producer:    27,500    NO. of Eligible Persons:    3

#   Producer ID      Name                Prod.      C/S-Inc.
   Type Earned

1   *234 55 1125 S    Rudolph Hesse      OW   13,750
2   234 87 4417 S    Ruth Hesse         OW           0
3   296 44 3516 S    William Miller     OP   13,750

* indicates primary producer for control number

Enter=Continue  Cmd4=Previous  Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
    
```

--*

A
Example of
Screen
EEB36000

This is an example of Screen EEB36000.

*--

```

Conservation          069-NATCHOTICHES          Selection      EEB36000
CCC-1245 Date Screen          Version: AC93  10-16-2001 15:31 Term E4
-----
Contract Number: 1997 0260          Program: EQIP          Fund Code: 220004/1997*
Control Number:  2002 0003          Farm NO: 1981          Tech Prac:  314
Producer ID:      438 96 1089 S     Name:      NATHAN ALLBRITTON

-Dates- Practice Approved:          09261997

        Practice To Begin:          10022001
        Practice To Be Completed By: 09012002
        Practice Expires:           09012002

        Date Performed:              _____

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

Continued on the next page

***--238 CCC-1245 Dates Screen EEB36000 (Continued)**

B
Completing Complete Screen EEB36000 as follows.
Screen
EEB36000

Step	Action
1	<p>Modify the following dates previously entered, if needed:</p> <ul style="list-style-type: none"> • practice to begin • practice to be completed • practice expires. <p>Note: The practice approval date cannot be changed manually on this screen, because this date is pulled in from the contract.</p>
2	<p>Enter the date performed from CCC-1245, item 16. This is the date NRCS certified that the practice was completed.</p> <p>The date entered:</p> <ul style="list-style-type: none"> • cannot be less than the practice to begin date • cannot be greater than the current date.
3	<p>PRESS "Enter" after entries have been made or modified as appropriate.</p> <p>Screen EEB37000 will be displayed.</p>

--*

239 CCC-1245 Process Status Screen EEB37000

A
Example of
Screen
EEB37000

This is an example of Screen EEB37000.

*--

```

Conservation          069-NATCHOTICHES      Entry          EEB37000
CCC-1245 Process Status Screen      Version: AC93  10-16-2001 15:31 Term E4
-----
Contract Number: 1997 0260      Program: EQIP      Fund Code: 220004/1997*
Control Number:  2002 0003      Farm NO: 1981      Tech Prac:  314
Producer ID:      438 96 1089 S  Name:      NATHAN ALLBRITTON

If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.

__ Print CCC-1245

                Slippage Report will be printed.

                1.  Create CCC-1245                5.  Cancellation Process
                2.  Update CCC-1245                6.  Deletion Process
                3.  Partial Performance            7.  Print CCC-1245
                4.  Final Performance

Enter option and press "Enter".  ____
Enter=Continue  Cmd7=End
IM: Final performance information has been recorded.

```

--*

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

B
Updating the Contract File

When Screen EEB37000 is displayed, the contract file will be updated as follows.

- CCC-1245 itself will be updated with the data entered through this option.
- The CCC-1245 C/S-incentives earned amount entered for the practice through this option will be posted to the “C/S-Inc Earned” column for the practice on Screen EEB24005.

Reminder: The contract file contains both CCC-1200 data and CCC-1245 data.

IF the CCC-1245 C/S-incentives earned amount for the practice is...	THEN...
<p>*--less than the CCC-1200--* C/S-incentives approved amount for the practice on Screen EEB24005</p>	<p>slippage results, and the following will occur:</p> <ul style="list-style-type: none"> • the CCC-1200 C/S-incentives approved amount will be decreased to the CCC-1245 C/S-incentives earned amount • the slippage amount will be added to the amount to be distributed on Screen EEB24005. <p>Note: The slippage amount is the difference between the C/S-incentives approved amount for the practice and the C/S-incentives earned amount for the practice when final performance is recorded.</p>
<p>equal to the CCC-1200 C/S-incentives approved amount for the practice on Screen EEB24005</p>	<p>no change will be made to the CCC-1200 C/S-incentives approved amount.</p>

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

C
Example of
Screen
EEB24005
Before Final
Performance

This is an example of Screen EEB24005 before final performance has been recorded for technical practice 312. No partial payments have been recorded.

*--

Conservation		037-EAST FELICIANO			Selection		EEB24005																																																																																		
CCC-1200 Technical Practice Screen		Version: AC89			07-03-2001 12:42		Term E5																																																																																		

Contract Number:		1997 0008		Program:		EQIP		Fund Code: 229999/1997*																																																																																	
Farm NO:		2690		Tract NO:		790																																																																																			
Producer ID:		434 21 4016 S		Name:		JERRY CROOKS																																																																																			
Overall Contract Value:				35,000		Total Amt to be Distributed:		0																																																																																	
<table border="1"> <thead> <tr> <th>Technical #</th> <th>Code</th> <th>Extent Approved</th> <th>Total C/S-Inc</th> <th>C/S-Inc Level</th> <th>Offer Level</th> <th>Year Sched</th> <th>CCC-1245 CTL NO.</th> <th>Extent Perform</th> <th>C/S-Inc Earned</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>312</td> <td>1.0</td> <td>30000</td> <td>75</td> <td>55</td> <td>2001</td> <td>2001-0014</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>382</td> <td>50.0</td> <td></td> <td>75</td> <td></td> <td>2002</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>645</td> <td>80.0</td> <td>2000</td> <td>100</td> <td>100</td> <td>2003</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>430 AAA</td> <td>300.0</td> <td></td> <td>75</td> <td></td> <td>2004</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>382</td> <td>100.0</td> <td>3000</td> <td>70</td> <td>70</td> <td>2005</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">Totals:</td> <td colspan="2">35000</td> <td colspan="5"></td> </tr> <tr> <td colspan="10">NO MORE PRACTICES</td> </tr> </tbody> </table>										Technical #	Code	Extent Approved	Total C/S-Inc	C/S-Inc Level	Offer Level	Year Sched	CCC-1245 CTL NO.	Extent Perform	C/S-Inc Earned	1	312	1.0	30000	75	55	2001	2001-0014			2	382	50.0		75		2002				3	645	80.0	2000	100	100	2003				4	430 AAA	300.0		75		2004				5	382	100.0	3000	70	70	2005				Totals:			35000							NO MORE PRACTICES									
Technical #	Code	Extent Approved	Total C/S-Inc	C/S-Inc Level	Offer Level	Year Sched	CCC-1245 CTL NO.	Extent Perform	C/S-Inc Earned																																																																																
1	312	1.0	30000	75	55	2001	2001-0014																																																																																		
2	382	50.0		75		2002																																																																																			
3	645	80.0	2000	100	100	2003																																																																																			
4	430 AAA	300.0		75		2004																																																																																			
5	382	100.0	3000	70	70	2005																																																																																			
Totals:			35000																																																																																						
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Enter=Continue		Cmd4=Previous Screen		Cmd7=End		Cmd13=More Data		Cmd16=Add																																																																																	
		Cmd20=Change		Cmd24=Delete																																																																																					

--*

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

D
Example of
Screen
EEB24005 After
Final
Performance

This is an example of Screen EEB24005 after final performance has been recorded for technical practice 312.

*--

Conservation	037-EAST FELICIANO	Selection	EEB24005										
CCC-1200 Technical Practice Screen		Version: AC89	07-03-2001	12:42	Term E5								

Contract Number: 1997 0008		Program: EQIP	Fund Code: 229999/1997*										
Farm NO: 2690		Tract NO: 790											
Producer ID: 434 21 4016 S		Name: JERRY CROOKS											
Overall Contract Value:		35,000	Total Amt to be Distributed:		2,500								
#	Technical Code	Extent Approved	Total C/S-Inc	C/S-Inc Level	Offer Level	Year Sched	CCC-1245 CTL NO.	Extent Perform	C/S-Inc Earned				
1	312	1.0	27500	75	55	2001	2001-0004	1.0	27500				
2	382	50.0		75		2002							
3	645	80.0	2000	100	100	2003							
4	430 AAA	300.0		75		2004							
5	382	100.0	3000	70	70	2005							
Totals:			32500						27500				
NO MORE PRACTICES													
Enter=Continue						Cmd4=Previous Screen		Cmd7=End		Cmd13=More Data		Cmd16=Add	
						Cmd20=Change		Cmd24=Delete					

--*

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

F

Example of Report EEB425-R007

This is an example of Report EEB425-R007 with a final payment line item entry.

*--

WEST VIRGINIA	U.S. Department of Agriculture		Prepared: 12-15-1997	
BARBOUR	Farm Service Agency		As of: 12-15-1997	
Report ID: EEB425-R007	County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP	Sequential Ledger Entry		Fiscal Year: 1998	
Fund Code: 540025/1997	Date From 10-01-1997 Thru 12-15-1997			
Desc: Tygart Valley Watershed				

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD. *	* ALLOCATION * AND CHANGES * AMOUNT	* AMOUNT * APPROVED	* COST-SHARE ASSISTANCE * PERFORMED	* AMOUNT * APPROVED	* AMOUNT * EARNED	* BALANCE * AVAILABLE FOR COMMITMENT
-- (1) -----	(2) -----	(3) -----	(4) -----	(5) -----	(6) -----	(7) -----	(7) -----
10-01-1997	CARRY FORWARD	165,062	165,062				0
11-04-1997	CANCELLED 1682 19970060 CLARENCE HULL		75,000-				75,000
12-15-1997	FINAL PAYMENT 1998 0012 1518 19970001 RUDOLPH HESSE ***\$ 2,500 Slippage***			27,500	27,500		75,000
10-31-1997	MONTH END	165,062	165,062				0
11-30-1997	MONTH END	165,062	90,062				75,000
12-15-1997	CURRENT BALANCE	165,062	90,062	27,500	27,500		75,000

--*

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

G

Example of Report EEB425-R008 This is an example of Report EEB425-R008 with a final payment line item entry.
 Report EEB425-R008

*--

WEST VIRGINIA	U.S. Department of Agriculture		Prepared:	12-15-1997
BARBOUR	Farm Service Agency		As of:	12-15-1997
Report ID: EEB425-R008	County Allocation Control Ledger		Page:	1
Ledger Code: EQIP	Sequential Contracts Report		Fiscal Year:	1998
Fund Code: 540025/1997	Date From 10-01-1997 Thru 12-15-1997			
Desc: Tygart Valley Watershed				

DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. FARM #, CNTR # - PROD.)	* ALLOCATION AND CHANGES AMOUNT	* AMOUNT	* COST-SHARE ASSISTANCE PERFORMED	* BALANCE AVAILABLE FOR COMMITMENT
-- (1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
12-15-1997	CURRENT BALANCE 1997 0001 RUDOLPH HESSE		50,062	27,500	27,500 22,562
12-15-1997	CURRENT BALANCE 1997 0037 ANDREW MILLER		40,000		40,000
11-04-1997	CANCELLED		0		0
12-15-1997	CURRENT BALANCE		90,062	27,500	27,500 62,562

--*

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

H
Completing Complete Screen EEB37000 as follows.
Screen
EEB37000

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the "Print CCC-1245" field.
	not to be printed	leave the "Print CCC-1245" field blank.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	*--PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" or "F7" was pressed in step 2	Screen EZZ80000 will be displayed. <ul style="list-style-type: none"> • Enter the printer ID, the number of copies to be printed, and PRESS "Enter". • The number of copies of CCC-1245 entered on Screen EZZ80000 will be printed, and the first screen of--* the option selected in step 2 or Menu EEB300 will be displayed. <p>Note: If CCC-1245 is printed, and has multiple producers associated to it, a supplemental page will print listing all of the producers, except the primary producer, which is printed on CCC-1245 itself.</p>
	not selected to be printed	the first screen of the option selected in step 2 or Menu EEB300 will be displayed.
4	*--If there is slippage, Screen EZZ80000 will be displayed regardless of whether or not CCC-1245 was selected to be printed. <ul style="list-style-type: none"> • Enter the printer ID, the number of copies to be printed, and PRESS "Enter". • The number of copies of the CCC-1245 Slippage Report EEB890-R001 entered on Screen EZZ80000 will be printed.--* 	

Continued on the next page

239 CCC-1245 Process Status Screen EEB37000 (Continued)

I

Example of Report EEB890-R001 This is an example of Report EEB890-R001. Retain this report with CCC-1245 in the contract file.

EEB890-R001

*--

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-1997	
BARBOUR		Farm Service Agency		As of: 12-15-1997	
Report ID: EEB870-R001		CCC-1245 Slippage Report		Page: 1	
Ledger Code: EQIP				Fiscal Year: 1998	
Fund Code: 540010/1997					
Desc: Tygart Valley Watershed					
C/S-INC APPROVED					
BEFORE					
CONTRACT NUMBER	CONTROL NUMBER	TECH PRAC CODE	FINAL PERFORMANCE	C/S-INC EARNED	SLIPPAGE
19960001	19970045	312	30,000	27,500	2,500
<p>IMPORTANT: When final performance was recorded on the above CCC-1245, the C/S-Inc approved amount was greater than the C/S-Inc earned amount. This difference is indicated in the slippage column. The slippage amount has been posted to the amount to be distributed within the contract number above, for use on other technical practices on this contract ONLY. It has NOT been decreased from the contract balance.</p> <p>NOTE: When final performance data was update to the contract and ledger files for this CCC-1245, the system automatically changed the C/S-Inc approved amount for the technical practice to reflect the C/S-Inc earned amount as posted on the Sequential Ledger Entry Report.</p>					

--*

240 (Reserved)

--Section 6 Cancellation, Deletion, and Print Processes--

241 Canceling CCC-1245's

A

Reasons for Cancellation

Menu EEB300, option 5, "Cancellation Process", shall be used to record canceled CCC-1245's.

Reasons CCC-1245's may be canceled include, but are not limited to, the following:

- entered in the system in error
 - the producer does not complete the practice before the expiration date
 - the producer does not wish to complete the practice according to specifications.
-

***--B**

Practice Expires

Cancel CCC-1245 when the performance report is not filed by the expiration date, and an extension has not been authorized. When CCC-1245 is canceled, County Offices shall:

- notify NRCS
- document the action taken on CCC-1245
- notify the primary producer of the action taken, including possible termination of CCC-1200

Note: Failure to perform a practice is cause to terminate the contract.

- document the cancellation in COC minutes.--*
-

Continued on the next page

241 Canceling CCC-1245's (Continued)

C

Recording Record CCC-1245 cancellations as follows.
CCC-1245
Cancellations

Step	Action	
1	ENTER "5" on Menu EEB300, and PRESS "Enter". Screen EEB20550 will be displayed.	
2	Enter the control number to be canceled, and PRESS "Enter". Screen EEB20555 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the control number selected • the question at the bottom of the screen, "Is this the CCC-1245 to be canceled? (Y or N)". 	
3	IF CCC-1245 displayed is...	THEN ENTER...
	the control number to be canceled	"Y", and PRESS "Enter". Screen EEB37000 will be displayed with the message, "CCC-1245 has been canceled".
	not the control number to be canceled	"N", and PRESS "Enter". Screen EEB20550 will be displayed. Enter another control number, and ENTER "Y" on Screen EEB20555. Screen EEB37000 will be displayed with the message, "CCC-1245 has been canceled". Options to print CCC-1245 or a letter are not provided.
4	IF additional CCC-1245 processing is...	THEN on Screen EEB37000...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter". The first screen of the options selected will be displayed.
	not needed	*--PRESS "Cmd7" or "F7". Menu EEB300 will be--* displayed.

241 Canceling CCC-1245's (Continued)

***--D**

Suspending Cancellation

A practice cancellation may be suspended at any time during the cancellation process provided the County Office is aware the practice was performed in a timely manner.

Certification of performance on CCC-1245 and personal knowledge of a local NRCS or County Office employee or COC member are acceptable reasons for suspending cancellations. Take immediate action to obtain the performance report.

Note: If the performance report is not obtained from the producer within 30 calendar days, cancel CCC-1245.

If CCC-1245 has already been canceled in the system when the suspension occurs, create a replacement CCC-1245, because canceled CCC-1245's cannot be reinstated in the system.

E

Conditions for Reinstatement

NRCS or COC may reinstate a canceled practice when **all** of the following conditions apply:

- participant requests reinstatement
 - practice was started before cancellation
 - practice was or will be completed within a time prescribed by NRCS or COC.
-

F

Reinstating a Canceled Practice

When a practice is reinstated, County Offices shall:

- notify NRCS
 - document the reinstatement on canceled hard copy CCC-1245
 - create a replacement CCC-1245 in the system
 - notify the primary producer of the action taken, including new practice expiration date
 - document the reinstatement in COC minutes.--*
-

242 Deleting CCC-1245's

A

Reasons for Deletion

Menu EEB300, option 6, "Deletion Process", shall be used to delete CCC-1245's.

The only CCC-1245's that should be deleted are those which have been erroneously entered and later canceled.

Note: CCC-1245's must be canceled before they can be deleted.

Important: Do **not** delete a control number that needs to be counted on Conservation 305 or for workload or work measurement purposes. A deleted control number will not be displayed on CCC-1245 Status Report and will be deleted from the contract file.

B

Determining CCC-1245 Availability for Deletion

Use this table to determine whether or not CCC-1245 can be deleted.

IF CCC-1245 is in...	THEN CCC-1245...
either of the following active statuses: <ul style="list-style-type: none"> • has been created in the system, but no performance has been recorded • has had partial performance, but no final performance has been recorded 	cannot be deleted unless it is first canceled in the system according to paragraph 241.
the active status of having final performance recorded	cannot be deleted.
the inactive status of being canceled	can be deleted. Exception: If final performance has been recorded at the time of cancellation, CCC-1245 cannot be deleted.

Continued on the next page

242 Deleting CCC-1245's (Continued)

C

CCC-1245 Delete CCC-1245's as follows.

Deletion Process

Step	Action	
1	ENTER "6" on Menu EEB300, and PRESS "Enter". Screen EEB20550 will be displayed.	
2	Enter the control number to be deleted, and PRESS "Enter". Screen EEB20555 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the control number selected • the question at the bottom of the screen, "Is this the CCC-1245 to be deleted? (Y or N)". 	
3	IF CCC-1245 displayed is...	THEN ENTER...
	the control number to be deleted	"Y", and PRESS "Enter". Screen EEB37000 will be displayed with the message, "CCC-1245 has been deleted".
	not the control number to be deleted	"N", and PRESS "Enter". Screen EEB20550 will be displayed. Enter another control number, and ENTER "Y" on Screen EEB20555. Screen EEB37000 will be displayed with the message, "CCC-1245 has been deleted". Options to print CCC-1245 or a letter are not provided.
4	IF additional CCC-1245 processing is...	THEN on Screen EEB37000...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter". The first screen of the options selected will be displayed.
	not needed	*--PRESS "Cmd7" or "F7". Menu EEB300 will be--* displayed.

***--243 Printing CCC-1245's**

**A
Printing
CCC-1245's**

Menu EEB300, option 7, "Print CCC-1245", shall be used to print CCC-1245's when no other processing is needed.

Note: Blank CCC-1245's shall be printed using option 8, CCC-1245 Reports/Forms Menu, on Menu EEB300.

Print CCC-1245's as follows.

Step	Action
1	ENTER "7" on Menu EEB300, and PRESS "Enter". Screen EEB20550 will be displayed.
2	Enter the control number to be printed, and PRESS "Enter". Screen EEB37000 will be displayed with information at the top of the screen about the control number selected.

--*

Continued on the next page

*-243 Printing CCC-1245's (Continued)

B
Example of
Screen
EEB37000

This is an example of Screen EEB37000.

```

Conservation          069-NATCHOTICHES          Entry          EEB37000
CCC-1245 Process Status Screen          Version: AC93 10-16-2001 15:38 Term E4
-----
Contract Number: 1997 0260          Program: EQIP          Fund Code: 220004/1997*
Control Number: 2002 0003          Farm NO: 1981          Tech Prac: 314
Producer ID: 438 96 1089 S          Name: NATHAN ALLBRITTON

If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.

__ Print CCC-1245

1. Create CCC-1245          5. Cancellation Process
2. Update CCC-1245          6. Deletion Process
3. Partial Performance          7. Print CCC-1245
4. Final Performance

Enter option and press "Enter".
Enter=Continue Cmd7=End
IM: Select print option.

```

--*

Continued on the next page

***--243 Printing CCC-1245's (Continued)**

C

Completing Screen EEB37000 Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 displayed is...	THEN...
	the control number to be printed	ENTER "X" in the "Print CCC-1245" field.
	not the control number to be printed	do not enter "X" in the "Print CCC-1245" field.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen, and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7".
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1	Screen EZZ80000 will be displayed. <ul style="list-style-type: none"> • Enter the printer ID and the number of copies to be printed, and PRESS "Enter". • The number of copies of CCC-1245 entered on Screen EZZ80000 will be printed, and the first screen of the option selected or Menu EEB300 will be displayed.
	not selected to be printed	the first screen of the option selected or Menu EEB300 will be displayed.

--*

244-250 (Reserved)

Part 7 CCC-1245 Reports and Blank Form

251 Accessing Conservation CCC-1245 Reports/Forms Menu EEB800

A

Accessing Menu
EEB800

ENTER "8" on Menu EEB300 to access Menu EEB800.

B

Example of
Menu EEB800

This is an example of Menu EEB800.

*--

```

COMMAND                                EEB800                                E4
Conservation CCC-1245 Reports/Forms Menu
-----
      1.  CCC-1245 Status Report
    * 2.  List of Completed CCC-1245's Versus Payments Issued
      3.  CCC-1245's Expiring Within 30 Days
      4.  CCC-1245's With Expiration Date Exceeded
      5.  Technical Practices Needing CCC-1245
      6.  Print Blank CCC-1245

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                    *=Option Currently Not Available

Enter option and press "Enter".
    
```

--*

252 CCC-1245 Status Report EEB810-R001

A
About Report
EEB810-R001

--Report EEB810-R001 provides a list of all current CCC-1245's and their-- status.

The report can be generated for all CCC-1245 control numbers or an individual producer's ID number.

B
When to Print

County Offices shall print Report EEB810-R001 for all control numbers the last workday of each month to determine whether any action is needed. Provide a copy of the report to NRCS if requested.

***--Important:** The entire Report EEB810-R001 for all control numbers --* printed each month and on the last workday of the FY must be maintained in a folder labeled "EQIP 2 Reports and Statistics". The color code is yellow. Monthly reports may be disposed of when the next month's report is printed. FY-end reports must be kept for 5 years.

Continued on the next page

* * *

252 CCC-1245 Status Report EEB810-R001 (Continued)

C
Example of
Screen
EEB50515

This is an example of Screen EEB50515.

*--

```
Conservation      069-NATCHOTICHES      Rpt Print      EEB50515
CCC-1245 Status Screen      Version: AC95  11-13-2001 15:55 Term E4
-----
                                CCC-1245 Status Report

                                1. List All Control Numbers

                                2. List Producer ID: _____
                                   (Leave blank to do inquiry)

Enter option and press 'Enter'. ____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

--*

Continued on the next page

252 CCC-1245 Status Report EEB810-R001 (Continued)

D

***--Printing** Print Report EEB810-R001 as follows.
Report
EEB810-R001

Step	Action		Result
1	ENTER "1" on Menu EEB800.		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 		Screen EEB50515 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	
	all current CCC-1245's	"1", and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
	all CCC-1245's for an individual producer	the following: <ul style="list-style-type: none"> • "2", and PRESS "Field Exit" or "Tab" • the producer ID number, and PRESS "Enter". 	
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

252 CCC-1245 Status Report EEB810-R001 (Continued)

E

**Example of
Report
EEB810-R001
for All Control
Numbers**

This is an example of Report EEB810-R001 for all control numbers.

*--

WEST VIRGINIA BARBOUR Report ID: EEB810-R001		U.S. Department of Agriculture Farm Service Agency CCC-1245 Status Report			Prepared: 08-15-1998 As of: 08-15-1998 Page: 1		
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	CONTROL NUMBER	TECH PRAC CODE	C/S-INC AMOUNT	PERFORM DATE	TRANSMIT DATE
PROGRAM: EQIP		FUND CODE: 540025/1997 Tygart Valley Watershed					
19970001	Rudolph Hesse	355	19970012	01	1,500		
19970001	Rudolph Hesse	355	19970013	312	25,000		
19970002	Porter Nestor	799	19970008	01	350	03-13-1998	03-20-1998
19970002	Porter Nestor	799	19980001	512	790		
19970002	Porter Nestor	799	19980002	430 AAA	300		
19970006	Carl Philips	500	19980010	600	2,700		
PROGRAM TOTALS:			6		30,640		
PROGRAM: EQIP		FUND CODE: 549999/1997 Natural Resource Concerns					
19970003	Clarence Hull	1212	19980005	312	30,000		
19970004	Ira Hovatter	111	19980003	40	3,500	07-19-7998	
19970004	Ira Hovatter	111	19980004	180		CANCELED	
19970007	March Brothers' Farm	3774	19980007	542	2,000		
19980011	Carl Philips	500	19980008	666	1,000		
PROGRAM TOTALS			5		36,500		

--*

Continued on the next page

252 CCC-1245 Status Report EEB810-R001 (Continued)

F
Description of
Report
EEB810-R001
for All Control
Numbers

Report EEB810-R001 lists the following information, when printed for all control numbers.

Column or Item	Description
Order of CCC-1245's Displayed	CCC-1245's are first subdivided by EQIP fund code. Within each fund code, information is displayed by CCC-1200 contract numbers in ascending order. Within each contract number, information is displayed in ascending order by CCC-1245 control number.
CCC-1245's Listed	<p>Only the following will be listed on the report:</p> <ul style="list-style-type: none"> • carry over CCC-1245's that were created in prior FY's, but: <ul style="list-style-type: none"> • were not canceled in the prior FY • did not have final performance recorded in the prior FY • did have final performance recorded in the prior FY, but CCC-1245 was not *--transmitted to KCAO and the State Office in the prior FY--* • CCC-1245's that, during the current FY, have: <ul style="list-style-type: none"> • been created • been active, regardless of the FY in the control number, but have no performance recorded • had partial performance recorded, but not final performance • had final performance recorded, but CCC-1245 has not been transmitted to *--KCAO and the State Office yet • had final performance recorded, and CCC-1245 has been transmitted to KCAO and the State Office--* • been canceled.

Continued on the next page

252 CCC-1245 Status Report EEB810-R001 (Continued)

F
Description of
Report
EEB810-R001
for All Control
Numbers
(Continued)

Column or Item	Description
CCC-1245's Listed (Continued)	When this report is printed after FY rollover is completed each year, CCC-1245's that have been canceled or had final performance recorded and were transmitted in the prior FY, will no longer be listed.
Contract Number	Lists the CCC-1200 contract number for which CCC-1245 control number are listed.
Producer Name	Lists the producer designated as the primary producer for CCC-1245. If CCC-1245 has multiple producers associated to it, only the primary producer is listed.
Farm Number	Lists the farm number associated to the contract, carried over to CCC-1245.
Control Number	Lists CCC-1245 control numbers associated to the contract numbers in the first column.
Technical Practice Code	Lists the technical practice code for each CCC-1245.
C/S-Inc. Amount	*--Lists the C/S or incentive amount approved for the applicable fund code for the technical practice on the contract, carried over to CCC-1245 at the time of creation.
Perform Date	Lists the date NRCS certified the practice is complete on CCC-1245, item 16.
Transmit Date	Lists the date CCC-1245 was transmitted to KCAO and the State Office during--* the last quarterly transmission cycle according to paragraph 291. The last quarterly transmission date will be listed for all CCC-1245's on the report, because all CCC-1245's on the report are transmitted each quarter regardless of their status. With each quarterly transmission cycle, the transmission date will be updated to reflect the latest transmission date. All CCC-1245's listed on Report EEB810-R001 should always have the same transmission date.

Continued on the next page

252 CCC-1245 Status Report EEB810-R001 (Continued)

G
Description of
Report
EEB810-R001
for An
Individual
Producer

Report EEB810-R001 printed for an individual producer will list only CCC-1245 control numbers for the selected producer.

If CCC-1245 has multiple producers associated to it, the name of the producer displayed on the report will be the producer that corresponds to the ID number entered, regardless of whether that producer is the primary producer or not.

***--253 CCC-1245's Expiring Within 30 Calendar Days of Report EEB830-R001**

A

**About Report
EEB830-R001**

Report EEB830-R001 provides a list of all current CCC-1245's due to expire between the current date plus 29 calendar days.

B

When to Print

Print Report EEB830-R001 on the first workday of each month.

C

Follow Up Action

Print the Notice of 15 Days to Expiration letter, according to paragraphs 274 and 277, 15 calendar days before the expiration date for control numbers listed on this report.

Process practice extensions, as applicable, according to paragraph 281.

D

**Printing Report
EEB830-R001**

Print Report EEB830-R001 as follows.

Step	Action	Result
1	On Menu EEB800, ENTER "3", and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEB50590 will be displayed while the report is being processed.
3	PRESS "Enter".	The report will be printed.

--*

Continued on the next page

***--253 CCC-1245's Expiring Within 30 Calendar Days of Report EEB830-R001 (Continued)**

E

**Example of
Report
EEB830-R001**

This is an example of Report EEB830-R001.

WEST VIRGINIA BARBOUR Report ID: EEB830-R001		U.S. Department of Agriculture Farm Service Agency CCC-1245's Expiring Within 30 Days				Prepared: 05-18-1998 Page: 1		
CONTROL NUMBER	PRODUCER NAME	FARM NUMBER	CONTRACT NUMBER	PROGRAM CODE	TECH PRAC CODE	APPROVAL DATE	PRACTICE EXPIRES DATE	C/S-INCENTIVE AMOUNT
19970010	FRANK SIGLEY	2805	19970055	EQIP	378	09-15-1997	05-18-1998	1,200
19970068	JASPER W. MILLER	1000	19970004	EQIP	512	09-15-1997	06-01-1998	3,110
19970256	SYLVANUS L. COOK	356	19970098	EQIP	430 AA	09-01-1997	06-05-1998	780
19980005	MARTIN MOATS	6411	19980110	EQIP	97	02-12-1998	05-30-1998	2,500
19980077	WRAY SPRINGER	489	19970033	EQIP	512	08-15-1997	06-11-1998	1,100
TOTAL NUMBER OF DOCUMENTS:		5						

--*

Continued on the next page

***--253 CCC-1245's Expiring Within 30 Calendar Days of Report EEB830-R001 (Continued)**

F

Description of Report EEB830-R001

Report EEB830-R001 lists the following information for each control number on the report.

Column	Description
Order of CCC-1245's Displayed	CCC-1245's are displayed by control number in ascending order.
CCC-1245's Listed	Only active CCC-1245's will be listed on the report that have: <ul style="list-style-type: none"> • not had final performance recorded • not been canceled • an expiration date that falls in the range of the current date plus 29 calendar days.
Control Number	Lists the control number for CCC-1245.
Producer Name	Lists the producer designated as the primary producer for CCC-1245. If CCC-1245 has multiple producers associated to it, only the primary producer is listed.
Farm Number	Lists the farm number associated to CCC-1200 carried over to CCC-1245.
Contract Number	Lists the CCC-1200 contract number for which CCC-1245 control number in the first column was created.
Technical Practice Code	Lists the technical practice code for each CCC-1245.
Approval Date	Lists the date CCC-1200 was approved, carried over to CCC-1245.
Practice Expires Date	Lists the practice expiration date currently entered for CCC-1245.
C/S-Incentive Amount	Lists the C/S-incentives approved amount for the technical practice on CCC-1200, carried over to CCC-1245 at the time of creation.

--*

***--254 CCC-1245's With Expiration Date Exceeded Report EEB830-R002**

A

**About Report
EEB830-R002**

Report EEB830-R002 provides a list of all current CCC-1245's that have not had final performance recorded and the current date is greater than the practice expiration date on CCC-1245.

B

When to Print

Print Report EEB830-R002 each month the day before the COC meeting. The report shall be reviewed by COC to determine proper follow up action.

C

Follow Up Action

COC shall review Report EEB830-R002 and determine whether to extend or cancel CCC-1245's listed on the report according to paragraphs 281 and 282.--*

Continued on the next page

***--254 CCC-1245's With Expiration Date Exceeded Report EEB830-R002 (Continued)**

D

Printing Report Print Report EEB830-R002 as follows.
EEB830-R002

Step	Action	Result
1	On Menu EEB800, ENTER "4", and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEB50590 will be displayed while the report is being processed.
3	PRESS "Enter".	The report will be printed.

E

Example of Report This is an example of Report EEB830-R002.
EEB830-R002

WEST VIRGINIA		U.S. Department of Agriculture					Prepared: 05-18-1998	
BARBOUR		Farm Service Agency					Page: 1	
Report ID: EEB830-R002		CCC-1245's With Expiration Date Exceeded						
CONTROL NUMBER	PRODUCER NAME	FARM NUMBER	CONTRACT NUMBER	PROGRAM CODE	TECH PRAC CODE	APPROVAL DATE	PRACTICE EXPIRES DATE	C/S-INCENTIVE AMOUNT
19970158	ALMA J. PITTS	1236	19970011	EQIP	378	09-15-1997	03-15-1998	2,000
19970200	DOWDEN SHINGLETON	865	19970001	EQIP	612	09-15-1997	04-01-1998	7,650
19970201	HOWARD SMITH	50	19970015	EQIP	430 CCC	09-21-1997	04-15-1998	520
19980010	WILLARD FEATHER	450	19980111	EQIP	512	02-26-1998	05-17-1998	350
TOTAL NUMBER OF DOCUMENTS:		4						

--*

Continued on the next page

***--254 CCC-1245's With Expiration Date Exceeded Report EEB830-R002 (Continued)**

F

Description of Report EEB830-R002

Report EEB830-R002 lists the following information for each control number on the report.

Column	Description
Order of CCC-1245's Displayed	CCC-1245's are displayed by control number in ascending order.
CCC-1245's Listed	Only active CCC-1245's will be listed on the report that have: <ul style="list-style-type: none"> • not had final performance recorded • not been canceled • current date is greater than the practice expiration date on CCC-1245.
Control Number	Lists the control number for CCC-1245.
Producer Name	Lists the producer designated as the primary producer for CCC-1245. If CCC-1245 has multiple producers associated to it, only the primary producer is listed.
Farm Number	Lists the farm number associated to CCC-1200 carried over to CCC-1245.
Contract Number	Lists the CCC-1200 contract number for which CCC-1245 control number in the first column was created.
Technical Practice Code	Lists the technical practice code for each CCC-1245.
Approval Date	Lists the date CCC-1200 was approved, carried over to CCC-1245.
Practice Expires Date	Lists the practice expiration date currently entered for CCC-1245.
C/S-Incentive Amount	Lists the C/S-incentives approved amount for the technical practice on CCC-1200, carried over to CCC-1245 at the time of creation.

--*

***--255 Technical Practices Needing CCC-1245 Report EEB850-R001**

A

**About Report
EEB850-R001**

Report EEB850-R001 provides a listing of all technical practices scheduled for the current FY that do not have CCC-1245 issued.

The report can be generated for all technical practices or an individual producer's ID number.

B

When to Print

Print Report EEB850-R001 at the beginning of the FY. Print Report EEB850-R001 again after CCC-1245's for the FY have been created to ensure that no technical practice has been overlooked.

C

Follow Up Action

County Offices shall create CCC-1245's for all practices listed on the report at the beginning of the FY.

Print Report EEB850-R001 after CCC-1245's have been created for the FY to ensure that all needed CCC-1245's have been created.

Important: Report EEB850-R001 must be maintained in a folder labeled "EQIP 2 Reports and Statistics". The color code is yellow.--*

Continued on the next page

***--255 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)**

D

Printing Report Print Report EEB850-R001 as follows.
EEB850-R001

Step	Action		Result
1	ENTER "5" on Menu EEB800.		Screen EZZ80000 will be displayed
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 		Screen EEB50525 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	
	all technical practices all technical practices for an individual producer	"1", and PRESS "Enter". the following, and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the producer ID number. 	Screen EEB50590 will be displayed while the report is being processed.
4	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

***--255 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)**

E

Example of Report EEB850-R001 for All Technical Practices This is an example of Report EEB850-R001 for all technical practices.

WEST VIRGINIA BARBOUR		U.S. Department of Agriculture Farm Service Agency			Prepared: 10-18-2001 As of: 10-18-2001	
Report ID: EEB850-R001		Technical Practices Needing CCC-1245			Page: 1	
PROGRAM: EQIP						
FUND CODE: ALL						
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	TECH PRAC CODE	TECH PRAC DESCRIPTION	YEAR SCHED	C/S-INC AMOUNT

FUND CODE: 540055/1997 Allegheny Non-point Source Area						
19970010	Frank Sigley	2805	633	Waste utilization (Ac)	2002	1,200
19970068	Jasper W. Miller	1000	590	Nutrient management (Ac)	2002	3,110
19970256	Sylvanius L. Cook	356	528 A	Prescribed grazing (Ac)	2002	780
19980005	Martin Moats	6411	327	Conservation cover (Ac)	2002	2,500
19980077	Wray Springer	489	590	Nutrient management (Ac)	2002	1,100
TOTAL NUMBER OF DOCUMENTS:		5				
FUND CODE: 540100/1998 Tygart Valley Watershed						
19980001	Rudolph Hesse	355	633	Waste utilization (Ac)	2002	1,500
19980001	Rudolph Hesse	355	410	Grade stabilization structure (No)	2002	25,000
19980006	Porter Nestor	799	327	Conservation cover (Ac)	2002	350
19980006	Porter Nestor	799	590	Nutrient management (Ac)	2002	790
19980006	Porter Nestor	799	528 A	Prescribed grazing (Ac)	2002	300
19990002	Carl Philips	500	327	Conservation cover (Ac)	2002	2,700
TOTAL NUMBER OF DOCUMENTS:		6				
FUND CODE: 540055/1998 Allegheny Non-point Source Area						
19980003	Clarence Hull	1212	410	Grade stabilization structure (No)	2002	30,000
19980004	Ira Hovatter	111	327	Conservation cover (Ac)	2002	3,500
19980004	Ira Hovatter	111	410	Grade stabilization structure (No)	2002	8,750
19990001	Carl Philips	500	327	Conservation cover (Ac)	2002	1,000
TOTAL NUMBER OF DOCUMENTS:		4				

--*

Continued on the next page

***--255 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)**

F

Example of Report EEB850-R001 for an Individual Producer This is an example of Report EEB850-R001 for an individual producer.

WEST VIRGINIA BARBOUR Report ID: EEB850-R001 PROGRAM: EQIP		U.S. Department of Agriculture Farm Service Agency Technical Practices Needing CCC-1245			Prepared: 10-18-2001 As of: 10-18-2001 Page: 1	
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	TECH PRAC CODE	TECH PRAC DESCRIPTION	YEAR SCHED	C/S-INC AMOUNT
FUND CODE: 54555/1997 Allegheny Non-point Source Area						
19970006	Carl Philips	500	327	Conservation cover (Ac)	2002	2,700
TOTAL NUMBER OF DOCUMENTS: 1						
FUND CODE: 541555/1998 Allegheny Non-point Source Area						
19980011	Carl Philips	500	633	Waste utilization (Ac)	2002	1,000
TOTAL NUMBER OF DOCUMENTS 1						

--*

Continued on the next page

***--255 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)**

G

Description of Report EEB850-R001

Report EEB850-R001 lists the following information for each control number on the report.

Column	Description
Contract Number	Lists the CCC-1200 contract number for which CCC-1245 needs to be created.
Producer Name	Lists the producer designated as the primary producer for CCC-1200. If CCC-1200 has multiple producers associated to it, only the primary producer is listed. However, if the report is generated for an individual producer who is not the primary producer, the report will list the selected producer.
Farm Number	Lists the farm number associated to CCC-1200.
Technical Practice Code	Lists the technical practice code for each practice that needs CCC-1245.
Technical Practice Description	Lists the technical practice description for each practice that needs CCC-1245.
Year Scheduled	Lists the year that the practice is scheduled to be performed on CCC-1200.
C/S-Incentive Approved	Lists the C/S-incentives approved amount for the technical practice on CCC-1200.

--*

256 Printing Blank CCC-1245's

A

Blank CCC-1245's

County Offices shall maintain a few blank CCC-1245's for use when the system is inoperable.

B

Blank CCC-1245 Print Process

Print a blank CCC-1245 as follows.

Step	Action	Result
1	*--On Menu EEB800, ENTER "6", and--* PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "ENTER": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	Menu EEB800 will be redisplayed, and the requested number of blank CCC-1245's will be printed.

257-270 (Reserved)

Part 10 County CCC Ledger Processing

301 Accessing Conservation CCC Ledger Menu EEB400

A
Accessing
Menu EEB400

ENTER "4" on Menu EEB000 to access Menu EEB400.

B
Example of
Menu EEB400

This is an example of Menu EEB400. All CCC ledger processing will be performed through this menu.

*--

```
COMMAND                                EEB400                                E5
Conservation CCC Ledger Menu
-----
      1. Record Allocations
      2. Record Refunds
      3. Ledger Reports
      4. Record Ledger Adjustments
      5. Display Month-End Summaries

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

--*

Section 1 Recording Allocations

302 Ledger Allocation Screen EEB41000

A

Changes in Allocations

Before increases or decreases in allocations can be recorded on Screen EEB41000, the program and fund code for which the allocation change is to be recorded must be eligible on CCC county eligibility table.

B

Accessing Screen EEB41000

Access Screen EEB41000 as follows.

Step	Action	Result
1	ENTER "1" on Menu EEB400, and PRESS "Enter".	Screen EEB40500 will be displayed.
2	Enter the number of the program to be selected, and PRESS "Enter".	Screen EEB41000 will be displayed reflecting all eligible fund codes for the selected program.

Continued on the next page

302 Ledger Allocation Screen EEB41000 (Continued)

C
 Example of
 Screen
 EEB41000

This is an example of Screen EEB41000.

*--

Conservation		069-NATCHOTICHES	Display	EEB41000
Ledger Allocation Screen		Version: AC95 11-20-2001 13:40 Term E5		

Fiscal Year: 2002		Total Allocation \$	450,209	
Ledger Code: EQIP				
		Change (+/-)	Allocation	
220004/1997	Bayou Pierre	_____	68,460	
220004/1998	Bayou Pierre	_____	54,653	
220004/1999	Bayou Pierre	_____	62,892	
220004/2000	Bayou Pierre	_____	79,117	
220004/2001	Bayou Pierre	_____	0	
220008/1999	Bayou de Loutre	_____	0	
220008/2001	Bayou de Loutre	_____	0	
220009/2001	Bayou Nezpique /Allen	_____	0	
220010/1999	Cane River Basin	_____	22,353	
220010/2000	Cane River Basin	_____	111,456	
220010/2001	Cane River Basin	_____	0	
228001/1997	Contract Modification Retro Fund	_____	8,000	
MORE LEDGER CODES				
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Page				

--*

Continued on the next page

302 Ledger Allocation Screen EEB41000 (Continued)

D

**Recording
Changes on
Screen
EEB41000**

Record allocation changes as follows.

Step	Action	Result
1	<p>Enter the amount of the allocation increase or decrease in the "Change (+/-)" field for the appropriate fund code.</p> <p>Note: An allocation decrease shall be entered with a negative sign (-) before the amount. A sign is not required for a positive amount.</p> <p>When all allocation changes have been entered and verified to be correct, PRESS "Enter".</p>	<p>Screen EEB41005 will be displayed reflecting the following:</p> <ul style="list-style-type: none"> • the message at the bottom of the screen, "Change(s) updated on ledger file." • new individual fund code allocations updated with the changes just made • new total allocation for the program updated with the changes just made.
2	PRESS "Cmd7".	Menu EEB400 will be displayed.

303-310 (Reserved)

Section 2 Recording Refunds

***--311 When Not to Record a Refund**

A**CCC-1245 Is
Correct;
Payment Is
Incorrect**

If FSA overpays a participant, but the C/S-incentive earned amount was correctly recorded on CCC-1245 and the ledger, when the participant refunds the overpayment amount, handle the refund as follows:

- process the refund on CCC-257 according to 3-FI
- **do not** record a refund to the ledger
- **do not** take any action on CCC-1200, CCC-1245, or ledger.

Important: This process is applicable regardless of the FY in which the participant actually refunds the overpayment amount.

Example: The C/S earned calculated for a practice on the hard copy CCC-1245 was \$412. The payment was erroneously issued for \$4,412 in September 1999. C/S earned of \$412 was correctly recorded through final performance and posted to the ledger in September 1999.

The County Office discovers the error after the payment was issued, and requests the participant to refund \$4,000. The refund is received in the County Office in October 1999, and is processed according to 3-FI. No action is taken on CCC-1200, CCC-1245, or ledger.

Refund cases like this have no impact on the contract, because the error was made by USDA, not the participant, and it occurred on the accounting side only. CCC-1200 and CCC-1245 processes and paperwork are unaffected.--*

Continued on the next page

***--311 When Not to Record a Refund (Continued)**

**B
CCC-1245 and
Payment Are
Incorrect**

If FSA overpays a participant and overstates the C/S-incentive earned amount on CCC-1245, and the participant refunds the overpayment amount before the CCC-1245 access cutoff date, handle the refund as follows.

- Decrease the performance amount earned for the practice on CCC-1245 according to Part 6.
- Attach written documentation to CCC-1245 indicating that the performance amount was decreased because of the overpayment error by USDA, and the funds are to remain in the contract.
- Ensure that final performance has been decreased by the CCC-1245 access cutoff date, which is March 15 of the year following performance. After March 15, access to CCC-1245 will not be allowed.

The refund amount will remain with the contract for future use, if needed, because the error was made by USDA, not the participant. If it is not needed by the contract ending date, it will be de-obligated from the contract with any other unused funds and returned to the State Office.

Example: Final performance was recorded for EQIP contract number 1997 0023, control number 2000 0003 on August 3, 2000, for \$8,800. On August 27, 2000, the County Office discovered that C/S earned had been calculated incorrectly. Earnings should have been calculated to be \$7,500.

The County Office notified the producer on August 28, 2000, requesting that the producer refund the \$1,300 overpayment. The refund was received in the County Office on January 8, 2001.

The County Office accessed CCC-1245 control number 2000 0003 through final performance, and reduced the C/S earned amount for the practice from \$8,800 to \$7,500.

Note: Components were used with this CCC-1245. Therefore, the C/S earned for one or more components was also reduced by \$1,300.

Reducing the C/S earned amount for the practice, treated the refund amount of \$1,300 as slippage within the contract, and placed it back into the contract's "Amount to be Distributed" for use on other practices as necessary.--*

Continued on the next page

***--311 When Not to Record a Refund (Continued)**

C

Other Cases

There may be other instances where a refund should not be recorded to the ledger that are not apparent at the time of this amendment.

County Offices shall contact the State Office when uncertain as to how to handle refunds.

State Offices shall contact CEPD if further assistance with refunds is needed.--*

***--312 Using the Refund Option**

A**Guidelines**

Handle refunds according to 3-FI.

Process refunds on CCC-257 before recording the refund on the ledger.

Determine whether a refund needs to be recorded to the ledger. See paragraph 311.

Record refunds of current and prior FY payments that are collected in the current FY on CCC-257 by the end of the current FY according to this section.

Record the following as refunds on the ledger:

- expired checks if a substitute check is **not** to be issued
- payments on claims
- refund of an overpayment for a **prior** FY if refund is received after the cutoff date.

When entering a refund on the ledger:

- record only the principal
- round the principal to the nearest whole dollar, using the standard rule of rounding
- do not record any interest paid.

Refunded amounts are de-obligated funds and must be returned to the State Office. Therefore, **do not**:

- re-approve refunded amounts on the original contract
- approve refunded amounts on new contracts.--*

Continued on the next page

***--312 Using the Refund Option (Continued)**

B
Notifying State
Office of Refunds

County Offices shall complete the following for refunds recorded to the ledger:

- notify the State Office of each refund recorded to the ledger as they are recorded
 - return the de-obligated funds when notified to do so by the State Office.
-

C
State Office
Action

State Offices shall:

- require County Offices to return all de-obligated funds on ledgers because of refunds
 - maintain de-obligated funds in a C/S reserve account with any other unused funds until notified to return them to the National Office.--*
-

***--313 Ledger Refunds Screen EEB41500**

A

Accessing Screen EEB41500 Access Screen EEB41500 as follows.

Step	Action	Result
1	ENTER "2" on Menu EEB400, and PRESS "Enter".	Screen EEB40500 will be displayed.
2	Enter the number of the program to be selected, and PRESS "Enter".	Screen EEB40505 will be displayed.
3	Enter the number of the fund code to be selected, and PRESS "Enter".	Screen EEB41500 will be displayed.

B

Example of Screen EEB41500

This is an example of Screen EEB41500.

```

Conservation          069-NATCHOTICHES          Display          EEB41500
Ledger Refunds Screen          Version: AC95  11-27-2001 13:22 Term E5
-----
Fiscal Year: 2002   Ledger Code:  EQIP           Fund Code:  220004/1997

Program Year:           _____

Control Number:  _____

Refund Amount:         _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

***--314 Recording a Refund**

A

Recording a Refund

Record a refund on Screen EEB41500 as follows.

Step	Action
1	Enter the 4-digit FY in which the original payment was issued in the “Program Year” field. If multiple payments for the control number were issued, enter the FY in which the final payment was issued. Example: Two partial payments were issued in FY 1998. The final payment was issued in FY 1999. The program year for the refund is 1999.
2	Enter the control number for the original payment in the “Control Number” field.
3	Enter the refund amount in the “Refund Amount” field. <ul style="list-style-type: none"> • Enter only the principal amount. Do not include any interest paid by the participant. • Do not enter a minus or plus sign when entering the refund. The system will automatically post refunds as negative entries on the ledger according to subparagraph 314 B.
4	Verify that all data entered is correct, and PRESS “Enter”.

--*

Continued on the next page

***--314 Recording a Refund (Continued)**

**A
Recording a
Refund
(Continued)**

Step	Action	
5	IF the control number is...	THEN...
	found in the contract file	Screen EEB41505 will be displayed with the message, "Refund has been recorded on the ledger". PRESS: <ul style="list-style-type: none"> • "Cmd2" or "F2" to return to Screen EEB40500 to enter another refund and repeat steps: <ul style="list-style-type: none"> • 1 through 3 in subparagraph 313 A • 1 through 5 in this table • "Cmd7" or "F7" to return to Menu EEB400 if no additional refunds need to be recorded.

--*

Continued on the next page

***--314 Recording a Refund (Continued)**

**A
Recording a
Refund
(Continued)**

Step	Action	
5 (Cntd)	IF the control number is... not found in the contract file	THEN... Screen EEB41505 will display the message, "The entered control number is not present on the CCC-1245 file. PRESS "Enter" if you still wish to record this refund." Note: The most likely reasons this message will appear follow. <ul style="list-style-type: none"> • Final performance was recorded for the entered control number 2 or more FY's ago, and therefore, has been purged from the CCC-1245 file. In this case, the entered control number is likely correct. • An invalid or erroneous control number was entered. In this case, the control number entered needs to be corrected. Example: 9999 0078 was entered, but 1999 0078 should have been entered. • The control number was erroneously canceled then deleted, and therefore, is no longer in the file. In this case, a replacement CCC-1245 will likely need to be created, then the refund recorded.

--*

Continued on the next page

***--314 Recording a Refund (Continued)**

**A
Recording a
Refund
(Continued)**

Step	Action	
<p>5 (Cntd)</p>	<p>IF the control number is...</p>	<p>THEN...</p>
	<p>not found in the contract file (Continued)</p>	<p>PRESS 1 of the following, as applicable:</p> <ul style="list-style-type: none"> • “Enter” if the control number is correct. Menu EEB400 will be displayed. • “Cmd4” or “F4” to redisplay Screen EEB41500 if the entered control number needs to be corrected. Correct the control number, and PRESS “Enter”. <p>Screen EEB41505 will be displayed with the message, “Refund has been recorded on the ledger”. PRESS:</p> <ul style="list-style-type: none"> • “Cmd2” or “F2” to return to Screen EEB41500 to enter another refund and repeat steps: <ul style="list-style-type: none"> • 1 through 3 in subparagraph 313 A • 1 through 5 in this table • “Cmd7” or “F7” to return to Menu EEB400 if no additional refunds need to be recorded. • “Cmd7” or “F7” to return to Menu EEB400 if a replacement control number needs to be created or some other corrective action needs to be taken before the refund can be recorded.

--*

Continued on the next page

***--314 Recording a Refund (Continued)**

B**Updating Ledger
File**

When Screen EEB41505 is displayed with the message, "Refund has been recorded on the ledger," the ledger file will be updated with the refund. A line item entry will be posted on the Sequential Ledger Entry Report EEB425-R007 that:

- subtracts the refund amount entered on Screen EEB41500 from columns
 - 4, Amount Approved
 - 5, Performed Amount Approved
 - 6, Performed Amount Earned
- adds the refund amount entered on Screen EEB41500 to column 7, Balance Available for Commitment.

Note: The refund recorded will not have any impact on either of the following:

- contract file (CCC-1200)
- Sequential Contracts Report EEB425-R008.--*

Continued on the next page

*--314 Recording a Refund (Continued)

C

Example of Report EEB425-R007

This is an example of Report EEB425-R007 with a refund line item entry on 6-12-1998. Note also the allocation reduction entry on 6-22-1998. This entry would be made through Menu EEB400, option 1, after notification to return the de-obligated funds was received from the State Office.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 06-22-1998		
BARBOUR		Farm Service Agency		As of: 06-22-1998		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Ledger Entry		Fiscal Year: 1998		
Fund Code: 540025/1997		Date From 10-01-1997 Thru 06-22-1998				
Desc: Tygart Valley Watershed						

DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. FARM #, CNTR # - PROD.)	* ALLOCATION * AND CHANGES * AMOUNT	* COST-SHARE ASSISTANCE AMOUNT * APPROVED	* PERFORMED AMOUNT APPROVED	* BALANCE AVAILABLE FOR COMMITMENT	
---	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
10-01-1997	CARRY FORWARD	365,062	365,062			0
11-04-1997	CANCELLED 1682 19970060 CLARENCE HULL		75,000-			75,000
12-15-1997	PARTIAL PAYMENT 1518 19970001 RUDOLPH HESSE	1998 0012		24,688	24,688	75,000
03-27-1998	FINAL PAYMENT 1518 19970001 RUDOLPH HESSE	1998 0012		5,312	5,312	75,000
0416-1998	ALLOCATION	75,000-				0
04-21-1998	FINAL PAYMENT 2641 19970037 ANDREW MILLER	1998 0005		6,789	6,789	0
05-12-1998	FINAL PAYMENT 1111 19970009 NEWTON G. COSBY * * *\$ 750 Slippage* * *	1998 0003		9,014	9,014	0
05-27-1998	FINAL PAYMENT 1301 19970020 DAYSPRING FARMS, INC.	1998 0008		4,500	4,500	0
06-12-1998	1998 REFUND	1998 0005	6,789-	6,789-	6,789-	6,789
06-22-1998	ALLOCATION		6,789-			0
10-31-1997	MONTH END	365,062	365,062			0
11-30-1997	MONTH END	365,062	290,062			75,000
12-31-1997	MONTH END	365,062	290,062	24,688	24,688	75,000
01-31-1998	MONTH END	365,062	290,062	24,688	24,688	75,000
02-28-1998	MONTH END	365,062	290,062	24,688	24,688	75,000
03-31-1998	MONTH END	365,062	290,062	30,000	30,000	75,000
04-30-1998	MONTH END	290,062	290,062	36,789	36,789	0
05-31-1998	MONTH END	290,062	290,062	50,303	50,303	0
06-22-1998	CURRENT BALANCE	283,273	283,273	43,514	43,514	0

--*

Continued on the next page

*--314 Recording a Refund (Continued)

D

Example of Report
EEB425-R008

This is an example of Report EEB425-R008 as of 06-22-1998, after a refund has been recorded.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 06-22-1998		
BARBOUR		Farm Service Agency		As of: 06-22-1998		
Report ID: EEB425-R008		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Contracts Report		Fiscal Year: 1998		
Fund Code: 540025/1997		Date From 10-01-1997 Thru 06-22-1998				
Desc: Tygart Valley Watershed						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE		* BALANCE	
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	*APPROVED	*AMOUNT APPROVED	*AMOUNT EARNED	* COMMITMENT
---	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
06-22-1998	CURRENT BALANCE		50,062	30,000	30,000	20,062
	1997 0001 RUDOLPH HESSE					
06-22-1998	CURRENT BALANCE		45,000	9,014	9,014	35,986
	1997 0009 NEWTON G. COSBY					
06-22-1998	CURRENT BALANCE		50,000			50,000
	1997 0016 BASIL PENNINGTON					
06-22-1998	CURRENT BALANCE		98,211	4,500	4,500	93,711
	1997 0020 DAYSRING FARMS, INC.					
06-22-1998	CURRENT BALANCE		46,789	6,789	6,789	40,000
	1997 0037 ANDREW MILLER					
06-22-1998	CANCELLED		0			0
	1997 0060 CLARENCE HULL					
06-22-1998	CURRENT BALANCE		290,062	50,303	50,303	239,759

--*

Continued on the next page

***--314 Recording a Refund (Continued)**

E

Out-of-Balance Ledgers

After a refund is recorded, Reports EEB425-R007 and EEB425-R008 will be out of balance as follows:

- **before** de-obligated funds are returned to the State Office, Report EEB425-R007, columns 5 and 6 will be out of balance with Report EEB425-R008, columns 5 and 6
- **after** de-obligated funds are returned to the State Office, Report EEB425-R007, columns 4, 5, and 6 will be out of balance with Report EEB425-R008, columns 4, 5, and 6.

Important: The recording of a refund and subsequent return of the de-obligated funds to the State Office is the **only** valid reason for these ledgers to be out of balance during the FY.

The 2 reports will:

- remain out of balance with each other for the remainder of the current FY
- be back in balance with each other after FY rollover has been completed.

F

Example of Report EEB425-R007

This is an example of Report EEB425-R007 **after FY rollover** has been completed. The current balance figures of 06-22-1998, in subparagraph C were used to calculate the carry forward figures of 10-01-1998, below. For the purpose of this example, it is assumed that no additional ledger postings were made between 06-22-1998, and 10-01-1998.

WEST VIRGINIA	U.S. Department of Agriculture	Prepared: 10-01-1998
BARBOUR	Farm Service Agency	As of: 10-01-1998
Report ID: EEB425-R007	County Allocation Control Ledger	Page: 1
Ledger Code: EQIP	Sequential Ledger Entry	Fiscal Year: 1999
Fund Code: 540025/1997	Date From 10-01-1998 Thru 10-01-1998	
Desc: Tygart Valley Watershed		

* DESCRIPTION OF TRANS.	* ALLOCATION *	* COST-SHARE ASSISTANCE
DATE * (DESCR. - CONTROL NO.	* AND CHANGES * AMOUNT *	* PERFORMED
* FARM #, CNTR # - PROD.) *	* AMOUNT *APPROVED *AMOUNT APPROVED	*AMOUNT EARNED*
---	(1)----- (2)----- (3)----- (4)----- (5)----- (6)----- (7)-----	
10-01-1998	CARRY FORWARD	239,759 239,759 0

--*

Continued on the next page

*--314 Recording a Refund (Continued)

G

Example of Report EEB425-R008

This is an example of Report EEB425-R008 after FY rollover has been completed. The contract and current balance figures of 06-22-1998, in subparagraph D were used to calculate the carry forward figures of 10-01-1998, below. For the purpose of this example, it is assumed that no additional ledger postings were made between 06-22-1998 and 10-01-1998.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 10-01-1998	
BARBOUR		Farm Service Agency		As of: 10-01-1998	
Report ID: EEB425-R008		County Allocation Control Ledger		Page: 1	
Ledger Code: EQIP		Sequential Contracts Report		Fiscal Year: 1999	
Fund Code: 540025/1997		Date From 10-01-1998 Thru 10-01-1998			
Desc: Tygart Valley Watershed					
10-01-1998	CURRENT BALANCE		20,062		20,062
	1997 0001 RUDOLPH HESSE				
10-01-1998	CURRENT BALANCE		35,986		35,986
	1997 0009 NEWTON G. COSEBY				
10-01-1998	CURRENT BALANCE		50,000		50,000
	1997 0016 BASIL PENNINGTON				
10-01-1998	CURRENT BALANCE		93,711		93,711
	1997 0020 DAYSPRING FARMS, INC.				
10-01-1998	CURRENT BALANCE		40,000		40,000
	1997 0037 ANDREW MILLER				
10-01-1998	CANCELLED		0		0
	1997 0060 CLARENCE HULL				
10-01-1998	CURRENT BALANCE		239,759		239,759

--*

***--315 Correcting a Previously Recorded Refund**

A**Refunds
Recorded for the
Wrong Amount**

Correct a refund that was previously recorded for the wrong amount according to this paragraph. Examples of incorrectly recorded refunds are as follows.

- A refund was received from a producer for \$2,780 in FY 1998, and recorded to the ledger. In the same FY, it was discovered that the refund was erroneously recorded to the ledger for \$2,870, which is \$90 in excess of the actual amount refunded by the producer.
- A refund was received from a producer for \$5,300 in FY 1998. In the same FY, it was discovered that the refund was erroneously recorded to the ledger for \$3,500, which is \$1,800 less than the actual amount refunded by the producer.
- A producer was requested to refund \$6,000. The refund was recorded to the ledger before the producer actually submitted the refund.
- A refund was received from a producer for \$4,520 in FY 1998. During the FY 1998 reconciliation process in FY 1999, it was discovered that the refund was erroneously recorded to the ledger for \$4,220, which is \$300 less than the actual amount refunded by the producer.

In the first 3 examples, corrections will be made to the ledger in the FY in which the erroneous recordings occurred. However, in the last example, the correction will be made to the ledger in the FY following the FY in which the erroneous recording occurred. This is because the error was not discovered until the following FY.--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

B

**Correcting
Current FY
Refund**

Correct a refund error as follows, when the error is found:

- in the same FY as the original refund was recorded
- **before** the de-obligated funds have been returned to the State Office.

Step	Action	
1	Access Screen EEB41500 according to paragraph 313. Complete entries on Screen EEB41500 according to steps 2 through 6.	
2	Enter the 4-digit FY in the "Program Year" field. Important: The FY entered should be the same FY that was entered when the original refund was recorded.	
3	Enter the control number in the "Control Number" field. Important: The control number entered should be the same control number that was entered when the original refund was recorded.	
4	IF the original refund amount recorded needs to be...	THEN enter in the "Refund Amount" field the amount by which the original refund needs to be...
	increased, as in the second example in subparagraph A	increased. Do not enter a plus sign. Example: When correcting the second example in subparagraph A, "1800" would be entered.
	decreased, as in the first and third examples in subparagraph A	decreased. Enter a negative sign (-) in front of the amount being entered. Examples: When correcting the examples from subparagraph A: <ul style="list-style-type: none"> • "-90" would be entered for the first example • "-6000" would be entered for the third example, because the refund should not have been recorded at all. This reverses the refund.

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

**B
Correcting
Current FY
Refund
(Continued)**

Step	Action
5	Verify that all data entered is correct, and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."
6	PRESS "Enter". Menu EEB400 will be displayed.

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

C

**Correcting
Current FY**

**Refund After
Funds Are
Returned to
State Office**

Correct a refund error as follows, when the error is found:

- in the same FY the original refund was recorded
- **after** the de-obligated funds have been returned to the State Office.

Step	Action	
1	<p>IF the original refund amount recorded needs to be...</p>	<p>THEN...</p>
	<p>increased, and no funds are in the balance available on Report EEB425-R007</p> <p>Note: This should be the most likely situation to occur when funds need to be increased, since funds are to be returned to the State Office as they are de-obligated.</p>	<ul style="list-style-type: none"> • notify the State Office of the amount by which the original refund needs to be increased • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	<p>increased, and there are funds in the balance available on Report EEB425-R007 are equal to or greater than the amount by which the original refund needs to be increased</p>	<p>go to step 2.</p>

--*

Continued on the next page

*--315 Correcting a Previously Recorded Refund (Continued)

**C
Correcting
Current FY
Refund After
Funds Are
Returned to
State Office
(Continued)**

Step	Action	
1 (Cntd)	IF the original refund amount recorded needs to be...	THEN...
	increased, and funds in the balance available on Report EEB425-R007 are less than the amount by which the original refund needs to be increased	<ul style="list-style-type: none"> • notify the State Office of the difference between the amount needed to correct the refund, and the amount in the balance available on Report EEB425-R007 Note: This is the allocation increase the State will need to issue to enable the correction to be made. • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	decreased	go to step 2.
2	Access Screen EEB41500 according to paragraph 313. Complete entries on Screen EEB41500 according to steps 3 through 7.	
3	Enter the 4-digit FY in the "Program Year" field, and PRESS "Field Exit". Important: The FY entered should be the same FY that was entered when the original refund was recorded.	
4	Enter the control number in the "Control Number" field, and PRESS "Field Exit". Important: The control number entered should be the same control number that was entered when the original refund was recorded.	

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

**C
Correcting
Current FY
Refund After
Funds Are
Returned to
State Office
(Continued)**

Step	Action	
5	IF the original refund amount recorded needs to be...	THEN Enter in the "Refund Amount" field the amount by which the original refund needs to be...
	increased, as in the second example in subparagraph A	increased. Do not enter a plus sign. Example: When correcting the second example in subparagraph A, "1800" would be entered.
	decreased, as in the first and third examples in subparagraph A	decreased. Enter a negative sign (-) in front of the amount being entered. Examples: When correcting the examples from subparagraph A: <ul style="list-style-type: none"> • "-90" would be entered for the first example • "-6000" would be entered for the third example, because the refund should not have been recorded at all. This reverses the refund.
6	Verify that all data entered is correct, and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."	
7	PRESS "Enter". Menu EEB400 will be displayed.	

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

D

Correcting Prior FY Refund

Correct a refund error that it is found in a subsequent FY after the FY in which the original refund was recorded, as follows.

Important: The correction will be made to the current FY ledger, even though the original refund was recorded in a prior FY. There is no means of correcting a prior FY's ledger; therefore, the correction must be made to the current FY ledger.

Step	Action	
1	IF the original refund amount recorded needs to be...	THEN...
	increased, and there are no funds are in the balance available on Report EEB425-R007 Note: This should be the most likely situation to occur when funds need to be increased, since funds are to be returned to the State Office as they are de-obligated.	<ul style="list-style-type: none"> • notify the State Office of the amount by which the original refund needs to be increased • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	increased, and there are funds in the balance available on Report EEB425-R007 are equal to or greater than the amount by which the original refund needs to be increased	go to step 2.

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

**D
Correcting Prior
FY Refund
(Continued)**

Step	Action	
1 (Cntd)	IF the original refund amount recorded needs to be...	THEN...
	increased, and funds in the balance available on Report EEB425-R007 are less than the amount by which the original refund needs to be increased	<ul style="list-style-type: none"> • notify the State Office of the difference between the amount needed to correct the refund, and the amount in the balance available on Report EEB425-R007 Note: This is the allocation increase the State will need to issue to enable the correction to be made. • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	decreased	go to step 2.
2	Access Screen EEB41500 according to paragraph 313. Complete entries on Screen EEB41500 according to steps 3 through 7.	
3	Enter the 4-digit FY in the "Program Year" field, and PRESS "Field Exit". Important: The FY entered should be the same FY that was entered when the original refund was recorded.	
4	Enter the control number in the "Control Number" field, and PRESS "Field Exit". Important: The control number entered should be the same control number that was entered when the original refund was recorded.	

--*

Continued on the next page

***--315 Correcting a Previously Recorded Refund (Continued)**

**D
Correcting Prior
FY Refund
(Continued)**

Step	Action	
5	IF the original refund amount recorded needs to be...	THEN Enter in the "Refund Amount" field the amount by which the original refund needs to be...
	increased, as in the fourth example in subparagraph A	increased. Do not entered a plus sign. Example: When correcting the fourth example in subparagraph A, "300" would be entered.
	decreased	decreased. Enter a negative sign (-) in front of the amount being entered. Examples: "-850", "-2,390".
6	Verify that all data entered is correct, and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."	
7	PRESS "Enter". Menu EEB400 will be displayed.	

--*

316-330 Reserved

332 Ledger Reports Screen EEB42000

A

Accessing Screen EEB42000 Access Screen EEB42000 as follows.

Step	Action		Result
1	ENTER "3" on Menu EEB400.		Screen EZZ80000 will be displayed.
2	*--Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed 		Screen EEB40500 will be displayed.
3	PRESS "Enter".		Screen EEB40505 will be displayed.--*
4	IF the report is to be processed for...	THEN...	Screen EEB42000 will be displayed.
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	
	all fund codes displayed	leave the "Enter# of Fund Code" field blank, and PRESS "Enter".	

Continued on the next page

332 Ledger Reports Screen EEB42000 (Continued)

B
Example of
Screen
EEB42000

*--This is an example of Screen EEB42000. All ledger reports will be printed from this screen.

```

Conservation      069-NATCHOTICHES      Selection      EEB42000
Ledger Reports Screen      Version: AC95  11-27-2001 14:06 Term E5
-----
Fiscal Year: 2002      Ledger Code:  EQIP      Fund Code:  ALL

      Action
      Code              Ledger Reports

      1.  Current Fiscal Year Ledger Report
          Request For Specific Ledger Information:
      2.  Control Number      _____
      3.  Farm Number        _____
      4.  Reserved
      5.  Last 4 Positions Of Producer ID _____
          (Leave Blank To Do Inquiry)
      6.  Contract Number    _____
      7.  Sequential Ledger Entry Report
      8.  Sequential Contract Report
      9.  Contracts With No Active CCC-1245's

Enter option and press "Enter". ____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

--*

333 **Current Fiscal Year Balances Report EEB425-R001**

A

***--Printing** Print Report EEB425-R001 as follows.
Report
EEB425-R001

Step	Action
1	ENTER "1" on Screen EEB42000.
2	The message, "Report is scheduled to be released to print queue", will be displayed. The number of copies of the report entered on Screen EZZ80000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.

B

Example of This is an example of Report EEB425-R001, which shows the ledger balance for
Report the FY as a single line-entry as of the current date.
EEB425-R001

WEST VIRGINIA	U.S. Department of Agriculture	Prepared: 05-25-2001
BARBOUR	Farm Service Agency	As of: 05-25-2001
Report ID: EEB425-R001	County Allocation Control Ledger	Page: 1
Ledger Code: EQIP	Sequential Ledger Entry	Fiscal Year: 2001
Fund Code: 540025/1997	Current Fiscal Year Balances	
Desc: Tygart Valley Watershed		

* DESCRIPTION OF TRANS.	* ALLOCATION * COST-SHARE ASSISTANCE	* BALANCE
DATE * (DESCR. - CONTROL NO.	* AND CHANGES * AMOUNT * PERFORMED	* AVAILABLE FOR
* FARM #, CNTR # - PROD.) * AMOUNT	*APPROVED *AMOUNT APPROVED *AMOUNT EARNED*	COMMITMENT
--- (1) ----- (2) ----- (3) ----- (4) ----- (5) ----- (6) ----- (7) -----		
05-25-2001 CURRENT BALANCE	250,000	250,000

--*

334-338 (Reserved)

339 Sequential Ledger Entry Report EEB425-R007

A

*--Printing Print Report EEB425-R007 as follows.

Report
EEB425-R007

Step	Action	
1	ENTER "7" on Screen EEB42000. Screen EEB42005 will be displayed.	
2	IF the report is to be generated for...	THEN...
	the entire current FY a portion of the current FY	leave the date fields blank, and PRESS "Enter". enter the from and thru dates for the date range to be processed. <ul style="list-style-type: none"> • Dates must be entered in MMDDCCYY format. Example: June 16, 2001, would be entered as 06162001. • Date range must be within the current FY.
3	The message, "Report is scheduled to be released to the print queue", will be displayed. The number of copies of the report entered on Screen EZZ8000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.	

--*

Continued on the next page

339 Sequential Ledger Entry Report EEB425-R007 (Continued)

B

Example of Report EEB425-R007

This is an example of Report EEB425-R007. This ledger is the main control ledger for CCC conservation funds. The data on this report will be current FY data from the ledger file.

Important: This ledger must be in balance at all times. Column 3, minus column 4, plus column 5, minus column 6 must equal column 7.

*--

WEST VIRGINIA	U.S. Department of Agriculture		Prepared: 05-25-2001
BARBOUR	Farm Service Agency		As of: 05-25-2001
Report ID: EEB425-R001	County Allocation Control Ledger		Page: 1
Ledger Code: EQIP	Sequential Ledger Entry		Fiscal Year: 2001
Fund Code: 540025/1997	Date From 05-01-2001 Thru 05-25-2001		
Desc: Tygart Valley Watershed			

	* DESCRIPTION OF TRANS.	* ALLOCATION *	* BALANCE
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES * AMOUNT *	* AVAILABLE FOR
	* FARM #, CNTR # - PROD.) *	* AMOUNT *APPROVED *AMOUNT APPROVED *AMOUNT EARNED*	* COMMITMENT
---	(1)-----	(2)-----	(3)-----
		(4)-----	(5)-----
			(6)-----
			(7)-----
05-17-2001	ALLOCATION	250,000	250,000
05-25-2001	CURRENT BALANCE	250,000	250,000

--*

340 Sequential Contracts Report EEB425-R008

A

***--Printing** Print Report EEB425-R008 as follows.

**Report
EEB425-R008**

Step	Action
1	ENTER "8" on Screen EEB42000.
2	The message, "Report is scheduled to be released to the print queue", will be displayed. The number of copies of the report entered on Screen EZZ80000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.

---*

341-350 (Reserved)

Section 5 * * * Monthend Summaries

371 Monthend Record

A**Monthend
Ledger Record**

The first time the CCC conservation system is accessed each month, the system performs monthend processing, which creates a monthend record in the ledger file. The monthend record contains the Sequential Ledger Entry balances as of the last day of the previous month.

The monthend balances can be obtained by either of the following methods:

- *--printing the Sequential Ledger Entry according to Section 3--*
 - displaying the monthend summary screen according to paragraph 372.
-

372 Ledger Monthend Summaries Screen EEB43500

A

Accessing Screen Access Screen EEB43500 as follows.
EEB43500

Step	Action	Result
1	ENTER "5" on Menu EEB400, and PRESS "Enter".	Screen EEB40500 will be displayed.
2	* * * PRESS "Enter".	Screen EEB40505 will be displayed.
3	Enter the number of the fund code to be selected, and PRESS "Enter".	Screen EEB43500 will be displayed, reflecting the Sequential Ledger Entry amounts in columns 3 through 7 as of the: <ul style="list-style-type: none"> • carry forward into the current FY • monthend for each past month of the current FY • current date.
4	PRESS "Cmd7" or "F7".	Menu EEB400 will be displayed.

373-380 (Reserved)

Part 11 County CCC Progress Report Processing

***--381 Accessing Queue Conservation Files for Transmission Menu FMA904**

A

Accessing Menu FMA904 Access Menu FMA904 as follows. All county progress report queuing will be performed from this menu.

Step	Action	Result
1	On Menu FAX250, ENTER: <ul style="list-style-type: none"> • "4" and PRESS "Enter" if processing for a combined County Office • "3" and PRESS "Enter" if processing for a single County Office. 	Menu: <ul style="list-style-type: none"> • FAX09002 will be displayed if "4" was entered; go to step 2 • FAX07001 will be displayed if "3" was entered; go to step 3.
2	Enter the option number that corresponds to the county to be processed and PRESS "Enter".	Menu FAX07001 will be displayed.
3	ENTER "7" and PRESS "Enter".	Menu FMA901 will be displayed.
4	ENTER "4" and PRESS "Enter".	Menu FMA904 will be displayed.

--*

Continued on the next page

381 Accessing Queue Conservation Files for Transmission Menu FMA904 (Continued)

B
Example of
Menu FMA904

This is an example of Menu FMA904.

*--

```
COMMAND                                FMA904                                E5
Queue Conservation Files for Transmission
-----
Queue Individual Files:

    1. Completed County AD-862's/AD-245's (EH1)
*   2. CRP Contract Data                  (EPB) (upon request)
    3. Monthly Progress Reports           (EM1,EM2,EH8)
    4. CRP Offers                         (EPE) (upon request)
    5. CRP Cropland/Easement Data         (EPF) (upon request)
    6. SIP Disbursement                   (EU2)

    22. Return to Office Selection Menu.

    Cmd3-Previous Menu.                   *=Option currently not available.

Ready for option number or command
```

--*

383 Queuing Monthend Progress Reports

A

Accessing Screen Access Screen EEA90200 as follows.

EEA90200

Step	Action	
1	On Menu FMA904, ENTER "3", and PRESS "Enter". The message, "FMAQEM1, Do you wish to queue for all counties? Y/N", will be displayed.	
2	IF the County Office administers...	THEN ENTER...
	more than 1 county	"Y", and PRESS "Enter". Screen EZZ50000 will be displayed.
	only 1 county	"N", and PRESS "Enter". Screen EZZ50000 will be displayed.
3	Enter the printer ID and the number of copies to be printed, and PRESS "Enter".	
	IF monthend processing...	THEN Screen...
	has already been performed for both CRES and CCC conservation systems	EEA90200 will be displayed. Go to subparagraph C.
	needs to be performed for CRES	EEA10305 will be displayed. <ul style="list-style-type: none"> • The message, "Month-End Processing is being performed. Please Wait", will be displayed. When processing is complete, the message, "Month-End processing is complete", will be displayed. •*--PRESS "Enter". Either Screen EEB00305 or EEA90200 will be displayed. Go to subparagraph B.
needs to be performed for CCC	EEB00305 will be displayed.--* <ul style="list-style-type: none"> • The message, "Month-End Processing is being performed. Please Wait", will be displayed. When processing is complete, the message, "Month-End processing is complete", will be displayed. • PRESS "Enter". Screen EEA90200 will be displayed. Go to subparagraph B. 	

Continued on the next page

***--383 Queuing Monthend Progress Reports (Continued)**

**B
Example of
Screen
EEA90200**

This is an example of Screen EEA90200. Progress report queuing for CRES and CCC is initiated from this screen.

Conservation ACP-305 Selection Screen	054-BARBOUR Version: A001	Selection 07-19-1996 15:18	EEA90200 Term E3
--	------------------------------	-------------------------------	---------------------

COUNTY OFFICE CONSERVATION REPORTS PROCESSING

Action
Code

1. Queue and Print Progress Reports for Transmission (Month-End)
2. Queue and Print State Committee Reports for Transmission (Mid-Month)

Enter Option And Press "Enter". ___
 Enter=Continue Cmd4=Previous Screen Cmd7=End

**C
Action on Screen
EEA90200**

ENTER "1" and PRESS "Enter" on Screen EEA90200. If at least one CRES long-term conservation program is:

- flagged as eligible on the county eligibility table and has entries on the ledger, Screen EEA90500 will be displayed; go to subparagraph D
- not flagged as eligible on the county eligibility table or does not have entries on the ledger, Screen EEA90500 will not be displayed; go to subparagraph E.

Note: Screen EEA90500 is for entering CRES LTA pending approval data only. All CCC contract pending approval data is automatically calculated by the system.--*

Continued on the next page

383 Queuing Monthend Progress Reports (Continued)

F
Action on Screen
EEB90505
(Continued)

Conservation 305 Monthly Progress/Transmission Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • no active CCC-1200's with selected for plan development or approval data recorded • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "Conservation 305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • the message, "File SSCCEM2 has been queued for transmission", will be displayed <p>Notes: In the filename:</p> <ul style="list-style-type: none"> • "SS" represents the State code • "CCC" represents the county code • "EM2" represents Report EEB530-R001. <p style="text-align: center;">Three records containing data from the CCC county eligibility table will be queued for tracking purposes in *--KCAO. This is why the EM2 file is queued even--* though there is no Report EEB530-R001 data to transmit.</p> <ul style="list-style-type: none"> • Report EEB530-R001 will print with the message, "No CCC-1245, ledger or checks/refunds data on file. No data is transmitted." • Menu FMA904 will be redisplayed. The queuing process is complete. • PRESS "Cmd3" twice to return to Menu FAX250 if no other conservation files need to be queued.

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001

A

Example of Report This is an example of Report EEB530-R001.

Report
EEB530-R001

*--

LOUISIANA		U.S. Department of Agriculture						Prepared: 11-01-2001	
NATCHOTICHES		Farm Service Agency						As of: 10-31-2001	
Report ID: EEB530-R001		CONSERVATION 305 MONTHLY PROGRESS/TRANSMISSION REPORT						Page: 1	
*Program	*Fund	*Total	*Total	*Performance		*Amount of		*No. of	*No. Contracts
*Code	*Code	*Amount	*Approved	*Approved	*Earned	*Available	*Approvals	*Approvals	this FY
EQIP	220004/1997	68,460	68,460	300	300	0	5,500		2
EQIP	228001/1997	8,000	4,000	775	775	4,000			
EQIP	229999/1997	23,403	23,403			0	5,000		1
EQIP	1997	99,863	95,863	1,075	1,075	4,000	10,500		3
EQIP	220004/1998	54,653	54,653			0			
EQIP	220010/1998	67,739	67,739			0			
EQIP	229999/1998	5,176	5,176			0			
EQIP	1998	127,568	127,568			0			
EQIP	220004/1999	62,892	62,892	500	500	0	500		1
EQIP	220010/1999	22,353	22,353			0			
EQIP	229999/1999	6,987	6,987			0			
EQIP	1999	92,232	92,232	500	500	0	500		1
EQIP	220004/2000	79,117	79,117			0			
EQIP	220010/2000	111,456	111,456			0			
EQIP	229999/2000	712	712			0	6,000		2
EQIP	2000	191,285	191,285			0	6,000		2
EQIP	220004/2001	0				0	5,000		1
EQIP	220008/2001	0				0	15,000		1
EQIP	228501/2001	7,000	7,000			0			
EQIP	229999/2001	0				0	6,000		1
EQIP	2001	7,000	7,000			0	26,000		3
EQIP		517,948	513,948	1,575	1,575	4,000	43,000		9

--*

Continued on the next page

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001 (Continued)

B

Description of Report EEB530-R001

The following table describes the data on Report EEB530-R001.

Item or Column	Description
Prepared:	This is the date the report is queued for transmission.
As of:	This is the last day of the prior month. Only data from October 1 of the current FY through the "As of" date is reflected on the report.
Format of Data Printed on the Report	Program data described in the following blocks of this table prints for EQIP by: <ul style="list-style-type: none"> • each individual fund code •*--total of fund codes for each year • total of all fund codes for all years.--*
Total Allocation Amount	This is the prior monthend allocation from column 3 of Sequential Ledger Entry Report EEB425-R007. Note: See paragraph 339 for an example of Report EEB425-R007.
Total Amount Approved	This is the prior monthend amount approved from column 4 of Report EEB425-R007.
Performance Amount Approved	This is the prior monthend performance amount approved from column 5 of Report EEB425-R007.
Performance Amount Earned	This is the prior monthend performance amount earned from column 6 of Report EEB425-R007.
Balance Available	This is the prior monthend balance available for commitment from column 7 of Report EEB425-R007.

Continued on the next page

***--384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001 (Continued)**

**B
Description of
Report
EEB530-R001
(Continued)**

Item or Column	Description
Amount of Pending Approvals	<p>This is the sum of the estimated total program payment amount for CCC-1200's that have:</p> <ul style="list-style-type: none"> • been selected for plan development • not been approved, disapproved, or canceled in the system. <p>Notes: The estimated total program payment is entered for each CCC-1200 selected for plan development according to Part 3, Section 2.</p> <p>The system calculates the sum of the estimated total program payment amounts during the queuing process.</p>
No. of Pending Approvals	<p>This is the number of CCC-1200's that have been selected for plan development, but have not been approved, disapproved, or canceled in the system.</p> <p>The system calculates the number of pending approvals during the queuing process.</p>
No. Contracts Approved this FY	<p>This is the number of CCC-1200's that have:</p> <ul style="list-style-type: none"> • the current FY in the contract number • had C/S amount approved and recorded in the system according to Part 3, Section 5. <p>The system calculates the number of contracts approved this FY during the queuing process.</p>

--*

Continued on the next page

388 Printing Additional Copies of Monthend Report EEB530-R001

A**Additional Copy
of Report
EEB530-R001**

An additional copy of the last transmitted Report EEB530-R001 may be printed * * *, if needed, from the CCC conservation application software according to this paragraph.

Note: If Report EEB530-R001 is printed at the beginning of a month **before** queuing, the report that was last transmitted will print, instead of the report for the immediate prior month.

***--Example:** It is the first workday of March 1998, and progress--* reports have not been queued yet. Report EEB530-R001 is printed according to this paragraph. The “As of” date on the report is 01-31-1998. The report will not print with an “As of” date of 02-28-1998 until after progress reports have been queued.

The process of queuing progress reports updates the report each month. Printing the report according to this paragraph prints only the last transmitted data.

Continued on the next page

388 Printing Additional Copies of Monthend Report EEB530-R001 (Continued)

B

***--Printing**

Print an additional copy of Report EEB530-R001 as follows.

Report

EEB530-R001

Step	Action	Result
1	On Menu EEB000, ENTER "5", and PRESS "Enter".	Menu EEB500 will be displayed.
2	ENTER "1", and PRESS "Enter".	Screen EZZ80000 will be displayed.
3	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEB50505 will be displayed.
4	Enter "1", and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
5	PRESS "Enter".	The report will be printed.

--*

389-400 (Reserved)

*--Section 2 STC Reports

401 Processing STC Reports

A

**Combined
Queuing Process**

STC Report EEB530-R001 for both CRES and CCC systems are queued at the same time, from the same option, like the queuing process for monthend progress reports.

B

**When to
Transmit**

County Offices shall queue Conservation STC Report EEB530-R001 **only** if requested to do so by the State Office. STC Report EEB530-R001 may be queued multiple times during the month, if needed.

Note: Even if the State Office requests transmission of Report EEB530-R001 for the CCC system only or the CRES system only, the report for both systems will be queued and transmitted anyway, because of the combined queuing process.

C

**Queuing STC
Reports**

Queue Conservation STC Report EEB530-R001 for transmission to the State Office according to paragraph 402.--*

*--402 Queuing STC Reports

A**Action on Screen
EEA90200**

ENTER "2", and PRESS "Enter" on Screen EEA90200. If at least one CRES long-term conservation program is:

- flagged as eligible on the county eligibility table and has entries on the ledger, Screen EEA90500 will be displayed; go to subparagraph D
- **not** flagged as eligible on the county eligibility table and/or does not have entries on the ledger, Screen EEA90500 will not be displayed; go to subparagraph E.

Note: Screen EEA90500 is for entering CRES LTA pending approval data only. All CCC contract pending approval data is automatically calculated by the system.

B**Action on Screen
EEA90500**

On Screen EEA90500:

- leave the following fields blank for each ledger displayed:
 - Number
 - Amount

Important: The CRES system currently does not have any LTA programs that should have LTA pending approvals.

- move the cursor to the field, "Do you wish to continue? (Y or N)?"
- ENTER "Y", and PRESS "Enter".

Screen EEA90505 will be displayed.--*

Continued on the next page

***--402 Queuing STC Reports (Continued)**

C

Action on Screen EEA90505 STC reports will be queued from Screen EEA90505 as follows.

Note: See 1-CONSV, Part 10 for examples, descriptions, and handling all CRES progress reports.

ACP-305 STC Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • AD-245's: <ul style="list-style-type: none"> • with a COC willing to approve date • for LTA's or SIP • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "Progress reports successfully queued for transmission. The ACP-305 reports will be printed for your verification." • PRESS "Enter" • ACP-305 STC Report EEA530-R001 will print.
<ul style="list-style-type: none"> • no AD-245's: <ul style="list-style-type: none"> • with a COC willing to approve date • for LTA's or SIP • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • Report EA530-R001, will print with the message, "No AD-245, ledger or checks/refunds data on file. No data is transmitted."

--*

Continued on the next page

*--402 Queuing STC Reports (Continued)

D

Action on Screen EEB90505 The CCC STC report will be queued from Screen EEB90505 as follows.

Conservation 305 STC Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • active CCC-1200's with selected for plan development or approval data recorded • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • " Conservation 305 Progress Reports" • "Progress reports successfully queued for transmission. The Conservation 305 reports will be printed for your verification." • PRESS "Enter" • Conservation 305 STC Report EEB530-R001 will print • Menu FMA904 will be redisplayed. The queuing process is complete.
<ul style="list-style-type: none"> • no active CCC-1200's with selected for plan development or approval data recorded • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "Conservation 305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • Report EEB530-R001 will print with the message, "No CCC-1245, ledger or checks/refunds data on file. No data is transmitted." • Menu FMA904 will be redisplayed • Note: The queuing process is complete. • PRESS "Cmd3" or "F3" twice to return to Menu FAX250 if no other conservation files need to be queued.

--*

*--403 Conservation 305 STC Report EEB530-R001

A

Example of
Report
EEB530-R001

This is an example of the Conservation STC Report.

LOUISIANA		U.S. Department of Agriculture					Prepared: 11-01-2001			
NATCHOTICHES		Farm Service Agency					As of: 10-31-2001			
Report ID: EEB530-R001		CONSERVATION 305 STATE COMMITTEE REPORT					Page: 1			
*Program	*Fund	*Allocation	*Total	*Amount	*Performance	*Amount	*Balance	*Amount of	*No. of	*No. Contracts
*Code	*Code	*Amount	*Approved	*Approved	*Earned	*Available	*Pending	*Pending	*Approved	* this FY
EQIP	220004/1997	68,460	68,460	300	300	0				
EQIP	228001/1997	8,000	4,000	775	775	4,000				
EQIP	229999/1997	23,403	23,403			0				
EQIP	1997	99,863	95,863	1,075	1,075	4,000				
EQIP	220004/1998	54,653	54,653			0				
EQIP	220010/1998	67,739	67,739			0				
EQIP	229999/1998	5,176	5,176			0				
EQIP	1998	127,568	127,568			0				
EQIP	220004/1999	62,892	62,892	500	500	0				
EQIP	220010/1999	22,353	22,353			0				
EQIP	229999/1999	6,987	6,987			0				
EQIP	1999	92,232	92,232	500	500	0				
EQIP	220004/2000	79,117	79,117			0				
EQIP	220010/2000	111,456	111,456			0				
EQIP	229999/2000	712	712			0				
EQIP	2000	191,285	191,285			0				
EQIP	220004/2001	0				0				
EQIP	220008/2001	0				0				
EQIP	228501/2001	7,000	7,000			0				
EQIP	229999/2001	0				0				
EQIP	2001	7,000	7,000			0				
EQIP		517,948	513,948	1,575	1,575	4,000				

—*

404-410 (Reserved)

411 Preparing for FY Rollover on the Last Workday of September (Continued)

D

CCC-1245 Activity

On the last workday of September, complete the following to ensure that all CCC-1245 activity has been completed for the FY.

- Print CCC-1245 Status Report EEB810-R001 for all control numbers according to paragraph 252.
 - Verify the following for CCC-1245's listed on Report EEB810-R001:
 - all CCC-1245's for practices scheduled for implementation in the current FY have been created in the system
- * * *
- CCC-1245 cancellations have been recorded in the system, according to paragraph 241, for any CCC-1245's that have been canceled
 - partial and final payments that are **both** earned and payable in the current FY have been issued

Reminder: If the current FY is the same as the FY of CCC-1245's fund code, the payment shall not be issued until the next FY.

Example: The current FY is 2000. A practice has been completed, and the fund code on CCC-1245 is *--XXXXXX/2000. The payment for the--* practice cannot be issued until October 1, 2000, which is FY 2001.

- partial and final performances have been recorded in the system, according to Part 6, Sections 4 and 5, respectively.

Note: The system will not allow partial or final performance to be recorded in the system for cases that fall under the above reminder.

Continued on the next page

411 Preparing for FY Rollover on the Last Workday of September (Continued)

E

CCC Ledgers

On the last workday of September, complete the following to ensure that all ledger activity has been completed and is correct for the FY.

- Print the following:
 - Sequential Ledger Entry Report EEB425-R007 for all EQIP fund codes for the entire FY according to paragraphs 332 and 339
 - Sequential Contracts Report EEB425-R008 for all EQIP fund codes according to paragraphs 332 and 340.

•*--Verify the following for each fund code:

- all contracts approved in the current FY have contract approval entries posted to Report EEB425-R007, for the **correct** fund code

Note: If any contract approvals are not recorded to the correct fund code:

- cancel the applicable contracts through Menu EEB200, option 6
- if the allocation was also recorded to the wrong fund code, transfer the allocation to the correct fund code through Menu EEB400, option 1
- create replacement contracts using the correct fund code, then record selection for plan development and contract approval.
- column 4, 5, and 6 current balance amounts on Report EEB425-R007 are equal to column 4, 5, and 6 total amounts on Report EEB425-R008, for each fund code
- the amount in the "Contract Balance" column on Report EEB715-R001 for each approved contract matches the amount in column 4 on Report EEB425-R008 for each contract.--*

Continued on the next page

***--411 Preparing for FY Rollover on the Last Workday of September (Continued)**

E**CCC Ledgers
(Continued)**

- Verify that Report EEB425-R001 is in balance, by checking that the current balance amount:
 - for each column is correct
 - of column 3, minus column 4, plus column 5, minus column 6 is equal to column 7. If it does not, determine the problem and take the necessary action to correct the ledger.

Important: Conservation 305 data will not transmit on the first workday of October if the ledger is out of balance.

- Verify that column 4 on Report EEB425-R007 matches column 4 on Report EEB425-R008.
-

F**Between
September 30
and FY Rollover**

Between COB on September 30 and the completion of FY rollover, access will be:

- denied to:
 - CCC-1200's and CCC-1245's
 - processes that update:
 - CCC county eligibility table
 - ledgers
 - permitted to the processes that:
 - queue monthend progress reports for the month of September
 - print ledger reports.--*
-

412 Preparing for FY Rollover on the First Workday of October

A

*--County Office Action

In preparation for FY rollover, County Offices shall follow the instructions in --* this paragraph on the **first workday of October before** performing FY rollover according to paragraph 413.

B

Queuing September Progress Reports

On the **first workday of October**, queue September monthend progress reports for transmission according to paragraph 383 before performing FY rollover. The system will not allow FY rollover to be performed until September monthend progress reports have been queued for transmission.

Important: Once the September Conservation 305 has been queued, do not delete the Conservation 305 file SSCCEM2, for any reason.

C

Backup T.EE.TBL File

*--All conservation files will be automatically backed up to tape cartridge during the FY rollover process, except the T.EE.TBL file.

On the **first workday of October**, save the T.EE.TBL file to tape **before--*** performing FY rollover for **any** counties that are processed on the system.

Notes: There is only one T.EE.TBL file per system, regardless of the number of Counties processed on the system, using file group designations of A., B., C., etc.

During FY rollover, the system updates data to the T.EE.TBL file for each file group that is processed on the system. Preparing a manual backup of the T.EE.TBL file **before** any counties on the system perform FY rollover is the only way to ensure that this file is backed up as of the old FY.

D

Initializing Tape Cartridges

On the **first workday of October**, or earlier, initialize 1 tape cartridge for each county processed on the system.

Example: A county system processes 3 counties' A., B., and C. files. Three tape cartridges will need to be initialized.

413 Performing FY Rollover

A

***--County Office
Action**

On the **first workday of October**, County Offices shall follow the instructions--* in this paragraph to complete FY rollover for each county file group processed on the system.

Important: Ensure that all activities in paragraphs 411 and 412 have been completed before performing FY rollover according to this paragraph.

B

**One Person
Performs FY
Rollover**

Important: Ensure that only 1 person is using the conservation system software when FY rollover is initiated.

If more than 1 person is accessing either the CRES or CCC conservation system software when FY rollover is initiated according to this paragraph, the following message will be displayed on an Input-Output screen:

"The rollover procedure needs to be run before you can continue using the conservation system.

However, the rollover process cannot be run because a terminal is currently using the conservation system.

If a (Y) is entered for the question below, then that terminal(s) must be signed off the conservation system.

Do you want to try to run the procedure again? (Y/N)"

Have all other users exit the conservation software, whether it is CRES or CCC, then ENTER "Y", and PRESS "Enter" to continue.

Continued on the next page

413 Performing FY Rollover (Continued)

C

Accessing Screen
EEB00300

On the first workday of October, select 1 option from any of the following menus and PRESS "Enter":

- Conservation CCC County Eligibility Table Menu EEB100, options 1 *--through 5
- Conservation CCC-1200 Contract Menu EEB200, options 1 through 8
- Conservation CCC-1245 Menu EEB300, options 1 through 6
- Conservation CCC Ledger Menu EEB400, options 1 through 5.--*

Screen EEB00300 will be displayed.

D

Example of
Screen
EEB00300

This is an example of Screen EEB00300.

*--

Conservation	054-BARBOUR	Display	EEB00300
CCC Fiscal Year Rollover Screen	Version: A001	10-01-1999	15:18 Term E3

CCC Fiscal Year Rollover

REMINDER: Before processing Fiscal Year Rollover, the following should have been completed:

1. September Progress Reports queued for transmission.
2. One blank tape cartridge initialized for file backup.

Are you ready to roll over to the new Fiscal Year (Y or N)? N

Enter=Continue Cmd7=End

*--

Continued on the next page

413 Performing FY Rollover (Continued)

E

Performing Rollover

Perform FY rollover from Screen EEB00300 as follows.

Step	Action	
1	<p>IF both items on Screen EEB00300 have...</p>	<p>THEN in response to the question, "Are you ready to roll over to the next Fiscal Year (Y or N)?"...</p>
	<p>been completed</p>	<p>ENTER "Y" and PRESS "Enter".</p> <p>*--The system will verify whether the September progress reports actually have been queued. If the results of the check indicate that they have:</p> <ul style="list-style-type: none"> • been queued: <ul style="list-style-type: none"> • Screen EZZ80000 will be displayed • go to step 2 • not been queued: <ul style="list-style-type: none"> • Screen EEB00310 will be displayed with a message indicating that FY rollover cannot be processed until September progress reports have been queued • PRESS "Enter" or "Cmd7" • the menu from which the rollover process was initiated will be redisplayed • queue September progress reports according to Part 11, Section 1, then begin the rollover process again according to this paragraph.--*
	<p>not been completed</p>	<p>PRESS "Cmd7" or "Enter" to accept the defaulted "N".</p> <p>The menu from which the rollover process was initiated will be redisplayed.</p> <p>Complete the unfinished items, then begin the rollover process again according to this paragraph.</p>

Continued on the next page

413 Performing FY Rollover (Continued)

E
Performing
Rollover
(Continued)

Step	Action
2	<p>Enter the printer ID and the number of copies of each report to be printed during the FY rollover process, and PRESS "Enter".</p> <p>Input-Output screen will be displayed with:</p> <ul style="list-style-type: none"> • instructions to insert an initialized tape cartridge • the list of files that will be saved to tape cartridge • the question, "Has an initialized tape cartridge been inserted? (Y/N)".
3	<p>Insert an initialized tape cartridge, ENTER "Y", and PRESS "Enter".</p> <p>Note: "N" can be entered if the process needs to be exited for any reason. However, this is the last opportunity to exit the FY rollover process. If the process is exited, begin the FY rollover process again according to this paragraph.</p> <p>The system will perform the following processes.</p> <ul style="list-style-type: none"> • Files backup. The following files will be saved to the tape cartridge. A message will be displayed on the Input-Output screen identifying each file as it is saved: <ul style="list-style-type: none"> • ?.EE.CON, CCC-1200 and CCC-1245 data * * * • ?.EE.ERR, 305 error data • ?.EE.259, ledger data • ?.EE.305, 305 data. <p>Note: A catalog of the tape cartridge will be printed.</p> <ul style="list-style-type: none"> • Print prior FY reports. The following reports for the prior FY will be printed. A message will be displayed on Screen EEB00305 indicating that prior FY reports are being printed. <ul style="list-style-type: none"> • Sequential Ledger Entry Report EEB425-R007 for all EQIP fund codes for the entire FY.

Continued on the next page

414 CCC Allocation Reduction Report EEB460-R001

A
About the Report

Report EEB460-R001:

- is printed:
 - **only** during the FY rollover process, and cannot be printed afterwards
 - with the date FY rollover is performed as the "Prepared" and "As of" dates
- lists:
 - all EQIP fund codes and descriptions that have ledger activity at the time FY rollover is performed
 - the allocation reduction amount for each fund code listed, which is the September 30 balance available in column 7 on Report EEB425-R007
- is used by the State Office to reduce each county's September 30 allocation or allocations on the State ledger by the allocation reduction amount.

B
Example of Report

This is an example of Report EEB460-R001.

*--

WEST VIRGINIA BARBOUR		U.S. Department of Agriculture Farm Service Agency		Prepared: 10-01-2001
Report ID:	EEB460-R001	CCC Allocation Reduction Report		As of: 10-01-2001
				Page: 1
PROGRAM	FUND CODE	FUND DESCRIPTION	ALLOCATION REDUCTION AMOUNT	
EQIP	540020/1998	The Glades Area	0	
EQIP	540020/1999	The Glades Area	0	
EQIP	540020/2001	The Glades Area	12,000	
EQIP	540025/1997	Tygart Valley Watershed	0	
EQIP	540025/1998	Tygart Valley Watershed	0	
EQIP	540025/2000	Tygart Valley Watershed	0	
EQIP	548001/1997	Contract Modification Retro Fund	500	
EQIP	548501/2001	LHHS No Year Funds	0	
EQIP	549999/1997	Natural Resource Concerns	0	
EQIP	549999/1998	Natural Resource Concerns	0	
EQIP	549999/1999	Natural Resource Concerns	0	
EQIP	549999/2000	Natural Resource Concerns	2,500	
EQIP	549999/2001	Natural Resource Concerns	25,000	
Footnote: The allocation reduction amount is the September 30 balance available for each program and fund code listed.				

--*

***--415 Followup Activities After FY Rollover Has Been Completed**

A
Verify Report
EEB425-R007

Using Report EEB425-R007 from the prior FY and the new FY, both printed by the system during rollover, verify that the following calculations are correct.

Calculation Using September 30 Data from Prior FY Ledger	Result on New FY Ledger
column 3 minus column 6 minus column 7	carry forward amount in column 3
column 4 minus column 5	carry forward amount in column 4
column 5 is reduced to zero	carry forward amount in column 5 is zero
column 6 is reduced to zero	carry forward amount in column 6 is zero
column 7 is reduced to zero	carry forward amount in column 7 is zero

B
Verify Report
EEB460-R001

Verify that the allocation reduction amount for each fund code on Report EEB460-R001 matches the September 30 balance available in column 7 on Report EEB425-R007.

C
Verify Report
EEB425-R008

Using Report EEB425-R008 from the prior FY and the new FY, both printed by the system during rollover, verify the following:

- the amount for each contract in columns 4 and 7 on the new FY report are the same as the September 30 amount in column 7 for each contract on the prior FY report
 - columns 5 and 6 on the new FY report are zero.--*
-

Continued on the next page

415 Followup Activities After FY Rollover Has Been Completed (Continued)

D

Comparing Reports

Using the new FY Reports EEB425-R007 and EEB425-R008 for all EQIP fund codes, compare the current balance amounts in column 4 on the 2 reports for each fund code to ensure that they are the same.

E

Retaining Prior FY Reports

Retain all prior FY reports printed automatically during FY rollover for 5 years as follows:

- Report EEB810-R001, according to paragraph 252
 - ledger reports in a folder labeled "EQIP 3-1 Allocation Control Ledgers". The color code is yellow.
-

F

Retaining File Backups

Retain the following backups for at least 90 calendar days:

- *--tape cartridge containing the T.EE.TBL file
 - tape cartridge of each county's files generated according to paragraph 413.
-

G

Report EEB460-R001

Maintain 1 copy of Report EEB460-R001 on file in the County Office for --* 5 years with the ledger reports in subparagraph E. FAX the other copy to the State Office **no later** than the **fourth workday** of the month.

If Report EEB460-R001 fails to print during FY rollover, FAX a copy of the last page of Report EEB425-R007 for each fund code for the **prior FY** to the State Office instead.

Continued on the next page

415 Followup Activities After FY Rollover Has Been Completed (Continued)

*--H

Ensuring That Next Available Contract Number Is Correct

The system is programmed to automatically set CCC-1200 contract numbers and CCC-1245 control numbers for the new FY as follows.

- CCC-1200 contract numbers are set with the:
 - new FY as the FY prefix
 - 4-digit sequential number that follows the FY prefix as the next higher number than was assigned to the last contract created in the prior FY

Examples: The current date is October 1, 1999, and FY rollover has been completed. It is now FY 2000. The last contract number assigned in FY 1999 was 1999 0095. The system automatically sets the next contract number as 2000 0096.

The current date is October 1, 2002, and FY rollover has been completed. It is now FY 2003. The last contract number assigned in FY 2002 was 2002 0338. The system automatically sets the next contract number as 2003 0339.

- CCC-1245 control numbers are set with:
 - the new FY as the FY prefix
 - 0001 as the 4-digit sequential number that follows the FY prefix.

Examples: The current date is October 1, 1999, and FY rollover has been completed. It is now FY 2000. The system automatically sets the next control number as 2000 0001.

The current date is October 1, 2002, and FY rollover has been completed. It is now FY 2003. The system automatically sets the next control number as 2003 0001.

Generally, the system sets the new FY contract and control numbers correctly. However, there is a software error that sometimes causes the contract number to be set incorrectly. The error, if encountered, causes the contract number to be erroneously set in either of the following ways:

- FY prefix is not set to the new FY

Example: It is FY 2000. The last contract number assigned in FY 1999 was 1999 0067. The system should assign 2000 0068 as the next contract number, but instead 1999 0068 is assigned.--*

Continued on the next page

Part 14 State CCC Ledgers

471 Overview

A
Ledgers

The automated State CCC ledgers shall be used at the State level to control the following for CCC funded programs:

- County Office allocations
- T/A reserves
- T/A CCC-184's issued
- C/S reserves.

Note: EQIP is the only eligible program currently processed through the CCC system, and it does not use T/A reserve accounts. T/A payments will be made by the National Office.

Entries on CCC ledgers must be in whole dollars.

The system will maintain FY State CCC ledgers from entries made in the State CCC ledgers and county earnings at FY end from transmitted Conservation 305's.

Separate automated CCC ledgers shall be maintained for all applicable * * * fund codes.

* * *

B
State Office and
County Office
T.EE.TBL Files

*--The State Office T.EE.TBL file is comprised of KCAO-maintained records and State-maintained records. State records stored in this file include the names of T/A and C/S reserve accounts, once they have been established according to this part, as well as month end and FY rollover processing data.

County Office T.EE.TBL files contain KCAO- and county-maintained data, --* but do not contain the above State-maintained data.

State Offices shall **not** restore a County Office's T.EE.TBL file to the State system. If a county T.EE.TBL file is restored to the State system, it will overlay the State's T.EE.TBL file, and the State-maintained data will be lost.

Important: State Offices shall ensure that the person or persons responsible for the daily operations of the State system are aware of this provision.

472 Accessing Conservation State CCC Ledger Menu EEG200

A
Accessing
Menu EEG200

ENTER "2" on Menu EEG000 to access Menu EEG200.

B
Example of
Menu EEG200

This is an example of Menu EEG200. All State ledger processing is performed from this menu.

*--

```
COMMAND                      EEG200                      E4
Conservation State CCC Ledger Menu
-----
      1. Record Allocations
      2. Record T/A Reserve Account Payments
      3. Ledger Reports
      4. Update Prior FY Data Menu
      5. Establish Reserve Accounts Menu
      6. Establish Default Values

      20. Return to Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

--*

Section 1 Recording Allocations

473 Recording Allocations and Reserves to State Ledger

A

State Office
Action

State Offices shall:

- immediately record allocations when received from the National Office
- record any county allocation changes, T/A reserve changes, or C/S reserve changes according to this section.

Note: T/A or C/S reserves established at the State level are referred to as "reserves" or "reserve amounts", **not** "allocations".

*--B

Supplemental
Funds

Congress may appropriate additional funds for EQIP separate and distinct from the annual EQIP funding. These additional funds must be carefully tracked and **cannot** be placed on any of the standard fund code ledgers. The funds will be assigned an identity at the National level which **must** be maintained at all times.

State Offices shall establish a separate cost-share reserve for these funds using the identity supplied by the National Office. The funds shall be allocated to County Offices with the identity intact.

Important: Do not place special funds in any other fund code.--*

474 Ledger Allocations/Reserves Screen EEG21000

A

Accessing Screen EEG21000 Access Screen EEG21000 as follows.

Step	Action	Result
1	ENTER "1" on Menu EEG200, and PRESS "Enter".	Screen EEG20500 will be displayed.
2	Enter the number of the ledger code to be selected, and PRESS "Enter".	Screen EEG20505 will be displayed. Note: Only fund codes for the selected program that are eligible for the State at the top of the screen will be displayed.
3	Enter the number of the fund code to be selected, and PRESS "Enter".	*--Screen EEG21000 will be displayed.--*

B

Example of Screen EEG21000 Without T/A Accounts

This is an example of Screen EEG21000 for a program that does not have T/A accounts.
*--

Conservation		22-LOUISIANA		Display		EEG21000	
Ledger Allocations/Reserves Screen		Version: AB50		11-26-2001 13:51		Term E4	
Fiscal Year: 2002		Ledger Code: EQIP		Fund Code: 220001/2002			
		Change (+/-)	\$	Amount			
Total State Allocation		_____		0			
-	Total C/S Reserve			0			
-	Total County Allocation	_____		0			
=	Balance			0			
Reserve Accounts							
	CSXXXX	_____		0		0	
NO MORE ACCOUNT CODES							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

*--

Continued on the next page

474 Ledger Allocations/Reserves Screen EEG21000 (Continued)

C
Example of
Screen
EEG21000 With
T/A Accounts

This is an example of Screen EEG21000 for a program that has T/A accounts.
 *--

Conservation		22-LOUISIANA	Display	EEG21000
Ledger Allocations/Reserves Screen		Version: AB50	11-26-2001 13:51	Term E4

Fiscal Year: 2002	Ledger Code: XXXXXX	Fund Code: 22xxxx/2002		
	Change (+/-)	Amount	T/A Paid	
Total State Allocation	_____ \$	0		
- Total T/A Reserve		0	0	
- Total C/S Reserve		0		
- Total County Allocation		0		
= Balance		0		

Reserve Accounts				
TAXXXX	_____	0	0	
TAXXXX	_____	0	0	
CSXXXX	_____	0	0	
CSCXXX	_____	0	0	
NO MORE ACCOUNT CODES				
Enter=Continue Cmd4=Previous Screen Cmd7=End				

--*

D
Entering Data on
Screen
EEG21000

Total State allocation changes made on Screen EEG21000 must be distributed among any combination of the following on the same screen:

- total county allocation

Note: This is the total allocation increase or decrease for all counties. If county allocations have not been determined, funds may be placed in a C/S reserve account until the determinations have been made.

- individual T/A reserve accounts
- individual C/S reserve accounts.

Continued on the next page

474 Ledger Allocations/Reserves Screen EEG21000 (Continued)

D

Entering Data on Screen EEG21000 (Continued)

Example 1: A total State allocation of \$250,000 has been received from the National Office. \$230,000 will be the total county allocation, and \$20,000 will be held in an individual C/S reserve account in State Office.

Example 2: A total State allocation of \$100,000 has previously been recorded, with \$95,000 distributed to counties, and \$5,000 held in a C/S reserve account. The \$5,000 needs to be returned to the National Office. Therefore, the total State allocation and C/S reserve account will both be reduced by \$5,000.

Record total State and county allocation and reserve account changes on Screen EEG21000 as follows.

Step	Action
1	Carefully review the figures displayed in the "Amounts" column to ensure that the allocation agrees with the allocation as recorded on CCC-357 before making changes.
2	Enter total State allocation increases or decreases from CCC-357 in the "Total State Allocation Change (+/-)" field.
3	Enter the total county allocation increase or decrease in the "Total County Allocation Change (+/-)" field.
4	Enter the individual T/A and/or C/S reserve account increases or decreases in the appropriate reserve account fields on the bottom half of the screen.
5	<p>When all entries have been made, PRESS "Enter". If the amount in the "Balance" field:</p> <ul style="list-style-type: none"> • has been reduced to 0, Screen EEG21005 will be displayed • has not been reduced to 0, the error message, "Balance must be zero to continue" will be displayed • is negative, the error message, "Balance available cannot be less than zero" will be displayed. <p>Adjust the entries on Screen EEG21000 until the balance is 0.</p>

475 Enter County Allocations Screen EEG21005

A
Example of
Screen
EEG21005

This is an example of Screen EEG21005.

*--

```

Conservation      22-LOUISIANA      Display      EEG21005
Enter County Allocations Screen      Version: AB51 12-04-2001 13:33 Term E5
-----
Fiscal Year: 2002  Ledger Code: EQIP      Fund Code: 220001/2002

Total County Allocation:                $          0

DD  County Name      Change(+/-)      Allocation
04  ACADIA            _____      0
04  ALLEN             _____      0
05  ASCENSION        _____      0
05  ASSUMPTION       _____      0
03  AVOUELLES        _____      0
04  BEAUREGARD       _____      0
01  BIENVILLE        _____      0
01  BOSSIER          _____      0
01  CADDO            _____      0
04  CALCASIEU       _____      0

MORE COUNTIES                          Balance:          0
Do you wish to see a summary by District Director (Y or N)?      N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page

```

--*

Continued on the next page

475 Enter County Allocations Screen EEG21005 (Continued)

B

Entering Data on Screen EEG21005 Record county allocation amount changes on Screen EEG21005 as follows.

Step	Action	
1	<p>IF an entry in the "Total County Allocation" field on the previous screen was...</p>	<p>THEN...</p>
	<p>made</p>	<p>enter applicable county allocation increases or decreases in the "Change (+/-)" fields.</p> <p>After all entries have been made on Screen EEG21005 and "Enter" is pressed, the "Balance" field will be updated to reflect the amount that must be increased or decreased among 1 or more counties. The "Balance" field must be reduced to 0 before the next screen can be displayed.</p> <p>Example: \$230,000 was entered in the "Total County Allocation" field on the previous screen. \$40,000 is distributed to 5 counties and \$30,000 to 1 county. The "Balance" field will reflect 0.</p>
	<p>not made, but funds need to be transferred from 1 county to another</p>	<p>enter applicable county allocation transfers in the "Change (+/-)" fields.</p> <p>Example: \$35,000 needs to be transferred from Doddridge to Barbour. "35,000" is entered for Barbour, and "-35,000" is entered for Doddridge.</p>
<p>not made, and funds do not need to be transferred from 1 county to another</p>	<p>go to step 2.</p>	

Continued on the next page

475 Enter County Allocations Screen EEG21005 (Continued)

B
Entering Data on
Screen
EEG21005
(Continued)

Step	Action	
2	IF a summary of entries by DD is...	THEN enter 1 of the following in response to the question, "Do you wish to see a summary by District Director (Y or N)?"...
	needed	"Y". Screen EEG21010 will be displayed with the summary by DD. <ul style="list-style-type: none"> • After the summary has been viewed, PRESS "Cmd4" to return to Screen EEG21005. • PRESS "Enter" to continue. Screen EEG21015 will be displayed.
	not needed	PRESS "Enter" to accept the default entry "N". Screen EEG21015 will be displayed.

476 Ledger Program Summary Screen EEG21015

A
Example of
Screen
EEG21015

This is an example of Screen EEG21015.

*--

```

Conservation          22-LOUISIANA          Display          EEG21015
Ledger Program Summary Screen          Version: AB51  12-04-2001 13:33 Term E5
-----
Fiscal Year: 2002   Ledger Code: EQIP          Fund Code: 220001/2002

                ALLOCATION PROGRAM SUMMARY

                Total State Allocation  $          5,000
= Total T/A Reserve                                0
+ Total C/S Reserve                                2,000
+ Total County Allocation                          3,000

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
The ledger is in balance.  Press ENTER to continue.
    
```

B
Actions on
Screen
EEG21015

On Screen EEG21015, PRESS:

- "Enter" to continue processing; Screen EEG21020 will be displayed
 - "Cmd4" or "F4" to return to Screen EEG21005
 - "Cmd7" or "F7" to exit the process. The ledger will not be updated. --*
-

477 Ledger Allocations Screen EEG21020

A
Example of
Screen
EEG21020

This is an example of Screen EEG21020.

*--

```

Conservation          22-LOUISIANA          Display          EEG21020
Ledger Allocations Screen      Version: AB51  12-04-2001 13:33 Term E5
-----
Fiscal Year: 2002   Ledger Code: EQIP           Fund Code: 220001/2002

The program ledger is in balance.  If you continue, the program ledger
will be posted with the changes you have made.

There are   3 county allocation memos to be printed.  If you do not
print these memos now, you will have to manually gather the information
from the County Allocations Increases or Decreases Report that will be
placed on the print queue when State Ledgers are updated.

Do you wish to update the Ledger File (Y or N)?           ___
Do you wish to print the county allocation memos (Y or N)? ___
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

B
Answering
Questions on
Screen
EEG21020

Answer the questions on Screen EEG21020 as follows.

Step	Action	
1	IF the ledger file is...	THEN enter 1 of the following in response to the question, "Do you wish to update the Ledger File (Y or N)?"...
	to be updated	"Y".
	not to be updated	"N".

Continued on the next page

477 Ledger Allocations Screen EEG21020 (Continued)

B
Answering
Questions on
Screen
EEG21020
(Continued)

Step	Action	
2	IF county allocation memos are...	THEN enter 1 of the following in response to the question, "Do you wish to print the county allocation memos (Y or N)?"...
	to be printed	<p>"Y", and PRESS "Enter". Screen EEG21020 will be redisplayed with the message, "Change(s) updated on ledger file".</p> <p>Note: "Y" must be entered for the first question for "Y" to be entered for the second question.</p> <p>PRESS "Cmd2" to select another ledger code or "Cmd7" to exit. Screen EZZ80000 will be displayed.</p>
	not to be printed	<p>"N". Screen EZZ80000 will be displayed.</p> <p>If "Y" was entered for the first question and "N" was entered for the second, manual memos will have to be prepared from allocation data on the County Allocations Increases or Decreases Report.</p> <p>If "N" is entered for both questions, the ledger file will not be updated and no memos or reports will be printed.</p>

478 Printing County Allocation Memos and Reports

A

**Completing
Screen
EZZ80000**

Enter the following on Printer ID Screen EZZ80000, and PRESS "Enter":

- printer ID
- number of copies to be printed.

Menu EEG200 will be displayed, and the following will be printed if "Y" was entered on Screen EEG21020 to print county allocation memos:

- County Allocation Increases or Decreases Report EEG231-R001
- county allocation memos.

B

**Example of
Report
EEG231-R001**

This is an example of Report EEG231-R001.

*--

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-28-2001
Report ID:	EEG231-R001	Farm Service Agency		Page: 1
Ledger Code:	EQIP	CCC Allocation Increases or Decreases		Fiscal Year: 2001
Fund Code:	549999/2001			
Desc:	Natural Resource Concerns			
	Previous Allocation	Increase	Decrease	Current Allocation
County				
BARBOUR	\$123,100	\$25,000		\$148,100
BERKELEY	\$ 81,395		\$15,000	\$ 66,395
CABELL	\$ 23,400	\$10,000		\$ 33,400
DODDRIDGE	\$117,324	\$30,000		\$147,324
Total	\$345,219	\$65,000	\$15,000	\$395,219

--*

Continued on the next page

478 Printing County Allocation Memos and Reports (Continued)

C

Example of County Allocation Memo

This is an example of a county allocation memo.

*--

TO : CED, BARBOUR COUNTY FSA OFFICE 05-28-2001

FROM : WEST VIRGINIA STATE FSA OFFICE

SUBJECT: Increase Allocation to Program EQIP Fund Code 549999/2001

The subject allocation has been changed as shown below as of the date of this memo. Please immediately update the county office ledger to reflect this change.

Previous Allocation	Increase	Decrease	Current Allocation
\$123,100	\$25,000		\$148,100

--*

***--479 Processing Refunds From County Offices**

**A
Refunds Are
De-obligations**

Except in the case of USDA error, when a participant refunds to the County Office part or all of a payment received, the refund amount is a de-obligation. Therefore, a refund **shall:**

- **be:**
 - recorded to the County Office ledger, according to paragraph 314
 - returned to the State Office and posted to a C/S reserve account

 - **not be:**
 - returned to the contract from which it was paid
 - approved on any other contract in the county in which the refund was received
 - transferred to any other county.
-

**B
State Office
Action**

State Offices shall:

- require County Offices to notify the State Office of all refunds recorded to the ledger, as they are recorded
 - process county allocation reductions according to this paragraph
 - maintain de-obligated funds in a C/S reserve account with any other unused funds until notified to return them to the National Office.--*
-

Continued on the next page

***--479 Processing Refunds From County Offices (Continued)**

**C
Recording
County
Allocation
Reduction**

When notification is received from a County Office that funds de-obligated because of a refund are being returned to the State Office, the amount returned must be:

- deducted from the county's current allocation on the State ledger
- added to the current amount in a C/S reserve account.

Important: The total State allocation on CCC-357 **will not** change because of refunds.

The following subparagraphs provide an example of how to record a county allocation reduction for an amount refunded. The example includes only the major screens involved in the process. Entries made by the State Office in the example are highlighted. See paragraphs 473 through 478 for detailed instructions on all screens involved in processing allocation changes.

Note: Although the example is a de-obligation because of a refund, a de-obligation for any reason, such as the cancellation of an approved contract, would be recorded to the State ledger in the same manner.

**D
County Office
Notification
Received**

The first part of the example is that notification from a County Office has been received that a refund of a certain amount:

- has been received from an EQIP participant
 - processed according to 3-FI
 - posted to the appropriate EQIP ledger
 - is being returned to the State Office.--*
-

Continued on the next page

***--479 Processing Refunds From County Offices (Continued)**

**E
Changing the
Total County
Allocation and
C/S Reserve**

Access Menu EEG200, option 1, according to paragraph 474, and complete the following on Screen EEG21000:

- reduce the **total county allocation** by the refund amount
- add the same amount to the C/S reserve.

Notes: The refund amount returned by the County Office in this example is \$7,854.

The total State allocation is unaffected by these changes.

If no C/S reserve account is displayed under “Reserve Accounts”, exit the process with “Cmd7 “ or “F7”, and create a C/S reserve account according to Part 14, Section 5.

Conservation		22-LOUISIANA	Display	EEG21000
Ledger Allocations/Reserves Screen		Version: AB50	11-26-2001 13:51	Term E4

Fiscal Year: 2002	Ledger Code: EQIP	Fund Code: 220001/2001		
	Change (+/-)	Amount		
Total State Allocation	_____ \$	388,900		
- Total C/S Reserve		0		
- Total County Allocation	_____ -7854	388,900		
= Balance		0		

Reserve Accounts				
CSMAIN	_____ 7854	0		0
NO MORE ACCOUNT CODES				
Enter=Continue Cmd4=Previous Screen Cmd7=End				

--*

Continued on the next page

*--479 Processing Refunds From County Offices (Continued)

F
Reducing the
Individual
County
Allocation

On Screen EEG21005, reduce **individual county allocation** for the county in which the refund was processed.

Conservation		22-LOUISIANA	Display	EEG21005
Enter County Allocations Screen		Version: AB51	12-04-2001 13:33	Term E5

Fiscal Year: 2002		Ledger Code: EQIP	Fund Code: 220001/2002	
Total County Allocation:			\$	381,046
DD	County Name	Change (+/-)		Allocation
04	ACADIA	_____		80,000
04	ALLEN	_____		0
05	ASCENSION	_____		0
05	ASSUMPTION	_____		0
03	AVOUELLES	-7854		66,000
04	BEAUREGARD	_____		0
01	BIENVILLE	_____		0
01	BOSSIER	_____		0
01	CADDO	_____		95,000
04	CALCASIEU	_____		0
MORE COUNTIES		Balance:		-7854
Do you wish to see a summary by District Director (Y or N)?				<u>N</u>
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Page				

--*

Continued on the next page

*--479 Processing Refunds From County Offices (Continued)

G
Summary Screen
Displayed

After the individual county allocation has been reduced, Screen EEG21015 will be displayed summarizing the new allocation balances as follows.

```
Conservation          22-LOUISIANA          Display          EEG21015
Ledger Program Summary Screen      Version: AB51  12-04-2001 13:33 Term E5
-----
Fiscal Year: 2002   Ledger Code: EQIP           Fund Code: 220001/2002

                          ALLOCATION PROGRAM SUMMARY

Total State Allocation $           388,900
=Total T/A Reserve                0
+Total C/S Reserve                 7,854
+Total County Allocation           381,046

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
The ledger is in balance.  Press ENTER to continue.
```

--*

Continued on the next page

***--479 Processing Refunds From County Offices (Continued)**

**H
Report and
Memo Printed**

After the ledger file has been updated with the allocation changes:

- Report EEG231-R001 will print automatically
- county allocation memo will print, if it was selected to print according to subparagraph 477 B.

**I
Example of
Report
EEG231-R001**

This is an example of Report EEG231-R001.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-28-2001
Report ID:	EEG231-R001	Farm Service Agency		Page: 1
Ledger Code:	EQIP	CCC Allocation Increases or Decreases		Fiscal Year: 2001
Fund Code:	549999/2001			
Desc:	Natural Resource Concerns			
County	Previous Allocation	Increase	Decrease	Current Allocation
CABELL	\$ 66,000		\$ 7,854	\$ 58,146
Total	\$ 66,000		\$ 7,854	\$ 58,146

--*

Continued on the next page

***--479 Processing Refunds From County Offices (Continued)**

J

Example of County Allocation Memo This is an example of the county allocation memo. Upon receipt in the County Office, the allocation on the county ledger will be reduced by \$7, 854. At that point, the allocation on both county and State ledgers should be \$58, 146.

TO : CED, CABELL COUNTY FSA OFFICE 05-28-2001

FROM : WEST VIRGINIA STATE FSA OFFICE

SUBJECT: Decrease Allocation to Program EQIP Fund Code 549999/2001

The subject allocation has been changed as shown below as of the date of this memo. Please immediately update the county office ledger to reflect this change.

Previous Allocation	Increase	Decrease	Current Allocation
\$ 66,000		\$ 7,854	\$ 58,146

--*

480-490 (Reserved)

Section 3 Printing * * * and Reviewing State CCC Ledger Reports

521 Reviewing State Ledger Report Data

A**Reviewing
Report
EEG235-R003**

State Offices shall print and review Report EEG235-R003 the last workday of each month to ensure that all:

- State allocation changes received from the National Office and all county allocation changes are recorded correctly on the State ledger
- C/S and T/A reserves are correct
- T/A CCC-184's issued are recorded promptly.

*--Each month, when progress reports are transmitted to KCAO, the C/S and T/A reserve amounts will be:

- recorded automatically from the State ledgers
 - transmitted to KCAO along with the county progress reports.--*
-

B**Reviewing
Report
EEG235-R006**

The Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 will automatically print when progress reports are queued for transmission, and any allocation discrepancies between the county allocations on Conservation 305 and county allocations on the State ledger will be printed.

Review Report EEG235-R006 when printed during progress queuing each month, and ensure that all differences, either at the State level or the county level, are corrected for the next month's progress report cycle.

Note: Report EEG235-R006 can also be printed according to this section.

522 Accessing Ledger Reports Selection Screen EEG23000

A

Accessing Screen EEG23000 Access Screen EEG23000 as follows.

Step	Action	Result
1	ENTER "3" on Menu EEG200.	Screen EZZ80000 will be displayed.
2	*--Enter the following, and PRESS "Enter". <ul style="list-style-type: none"> • printer ID • the number of copies to be printed.--* 	Screen EEG23000 will be displayed.

B

Example of Screen EEG23000

This is an example of Screen EEG23000. All State ledger report processing is performed from this screen.

```
*--
Conservation          22-LOUISIANA          Selection    EEG23000
Ledger Reports Selection Screen  Version: AB51 12-05-2001 12:36 Term E5
-----

Action
Code      Ledger Reports

1. Program Summary Ledger Report
2. T/A Summary Ledger Report
3. Sequential Ledger Entry Report
4. Differences Between Conservation 305 and State CCC Ledgers Report

Enter option and press "Enter".
Enter=Continue Cmd4=Previous Screen Cmd7=End
--*
```

523 Program Summary Ledger Report EEG235-R001

A

Selecting Report EEG235-R001 Select Report EEG235-R001 as follows.
EEG235-R001

Step	Action		Result
1	ENTER "1" on Screen EEG23000.		Screen EEG20500 will be displayed.
2	*--PRESS "Enter".		Screen EEG20505 will be displayed.
3	IF the report is to be processed for...	THEN...	
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed. Note: Go to step 5.
	all fund codes displayed	leave the "Enter # of Fund Code" field blank, and PRESS "Enter".	Screen EEG20510 will be displayed with the message, "Print Selected Ledger at a (D)etail or (S)ummary level?"
4	IF the level of the report to be processed is...	THEN ENTER...	
	detail Note: This will produce a separate report for each unique fund code.	"D", and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed.
	summary Note: This will produce a report combining all applicable fund codes.	"S", and PRESS "Enter".	
5	PRESS "Enter".		The report will be printed.--*

Continued on the next page

523 Program Summary Ledger Report EEG235-R001 (Continued)

B

Example of Report EEG235-R001

This is an example of Report EEG235-R001, detail level.

*--

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 06-01-2001	
		Farm Service Agency			As of: 06-01-2001	
Report ID: EEG235-R001		Program Summary Ledger Report			Page: 1	
Ledger Code:	EQIP				Fiscal Year:	2001
Fund Code:	549999/2001					
Desc:	Natural Resource Concerns					

Total State Allocation:	379,440					
Total T/A Reserve:	0					
Total C/S Reserve:	40,000					
Total County Allocation:	339,440					
	PRIOR FY	PRIOR FY	CARRYOVER			CURRENT
COUNTY	ALLOCATION	EARNINGS	FROM PRIOR FY	INCREASES	DECREASES	ALLOCATION

BARBOUR	22,758	12,958	9,800	15,000	0	24,800
BERKELEY	37,190	9,190	28,000	10,000	0	38,000
BOONE	52,494	25,314	27,180	25,000	10,000	42,180
BRAXTON	150,783	57,683	93,100	85,000	0	178,100
BROOKE	13,390	4,140	9,250	5,000	0	14,250
CABELL	43,921	16,811	27,110	35,000	20,000	42,110
TOTALS	320,536	126,096	194,440	175,000	30,000	339,440

--*

Continued on the next page

523 Program Summary Ledger Report EEG235-R001 (Continued)

C
Description of
Report
EEG235-R001

This is as description of information on Report EEG235-R001.

Column	Description
County	Each county listed in alphabetical order.
Prior FY Allocation	Each county's allocation on the State ledger before rollover into the current FY.
Prior FY Earnings	Each county's earnings as of September 30 of the prior FY that were transmitted on the Conservation 305 to the State Office.
Carryover From Prior FY	The prior FY allocation minus the prior FY earnings for each county.
Increases/ Decreases	The cumulative allocation increases and decreases posted to the State ledger for each county during the current FY.
Current Allocation	The carryover from prior FY plus current FY allocation increases minus current FY allocation decreases for each county.

524 (Reserved)

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005

A
Selecting
Sequential
Ledger Entry
Reports

ENTER "3" on Screen EEG23000 to select Sequential Ledger Entry Reports.

Ledger Reports Selection Screen EEG23005 will be displayed. The following will be selected for the report to be printed * * *:

- date range
 - types of entries.
-

B
Example of
Screen
EEG23005

This is an example of Screen EEG23005.

*--

```

Conservation      22-LOUISIANA      Selection      EEG23005
Ledger Reports Selection Screen      Version: AB51  12-06-2001 08:07 Term E5
-----
                               Sequential Ledger Entry Report

Date From: _____ Thru _____
          (Leave Dates Blank To Print Entire Fiscal Year)

Entries to include on report:

1. All Entries
2. T/A Reserve Accounts Entries ONLY
3. C/S Reserve Accounts Entries ONLY

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

--*

Continued on the next page

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

C

Selecting Date Range and Types of Entries Select the date range and types of entries for Report EEG235-R005 as follows.

Step	Action		Result
1	IF the report is to be processed for...	THEN...	
	the entire current FY	leave the date fields blank. Go to step 2.	
	a portion of the current FY	enter the from and to dates for the date range to be processed. Go to step 2. <ul style="list-style-type: none"> • Dates must be entered in MMDDCCYY format. <p>Example: June 16, 1997, shall be entered as "06161997".</p> <ul style="list-style-type: none"> • Date range must be within the current FY. 	
2	IF the report is to be processed for...	THEN ENTER...	Screen EEG20500 will be displayed.
	all entries	"1", and PRESS "Enter".	
	T/A reserve accounts only	"2", and PRESS "Enter".	
	Note: EQIP does not have T/A reserve accounts.		
	C/S reserve accounts only	"3", and PRESS "Enter".	

Continued on the next page

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

C
Selecting Date
Range and Types
of Entries
(Continued)

*--

Step	Action		Result
3	PRESS "Enter".		Screen EEG20505 will be displayed.
4	IF the report is to be processed for...	THEN...	
	a single fund code	enter the number of the fund code to be selected, and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed.
	all fund codes displayed	leave the "Enter # of Fund Code" field blank, and PRESS "Enter".	
5	PRESS "Enter".		The report will be printed.

--*

Continued on the next page

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

D

Example of Report EEG235-R003 for All Entries

This is an example of Report EEG235-R003 for all entries.

*--

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 01-15-1999		
		Farm Service Agency			As of: 01-15-1999		
Report ID: EEG235-R003		Sequential Ledger Entry Report			Page: 1		
Ledger Code: EQIP		Date From 10-01-1998 Thru 1-15-1999			Fiscal Year: 1999		
Fund Code: 549999/1999							
Desc: Natural Resource Concerns							
DATE	COUNTY/ RESERVE ACCOUNT	DESCRIPTION	STATE ALLOCATION	T/A RESERVE	C/S RESERVE	COUNTY ALLOCATION	T/A CHECKS ISSUED
10-01-1998		CARRY FORWARD TOTALS	210,580		10,000	200,580	
11-05-1998		INCREASE	175,000				
11-15-1998	CS0001	INCREASE			30,000		
11-15-1998	CS0002	INCREASE			10,000		
11-15-1998	BARBOUR	INCREASE				15,000	
11-15-1998	HAMPSHIRE	INCREASE				10,000	
11-15-1998	JACKSON	INCREASE				15,000	
11-15-1998	PRESTON	INCREASE				75,000	
11-15-1998	RALEIGH	INCREASE				20,000	
11-18-1998	BOONE	PRIOR FY ADJUSTMENT	4,000-			4,000-	
11-18-1998	CABELL	PRIOR FY ADJUSTMENT	2,140-			2,140-	
12-20-1998	CS001	DECREASE			10,000-		
12-20-1998	RALEIGH	DECREASE				5,000-	
12-20-1998	PRESTON	INCREASE				10,000	
12-20-1998	CABELL	INCREASE				5,000	
10-31-1998		MONTH END	210,580		10,000	200,580	
11-30-1998		MONTH END	379,440		40,000	329,440	
12-31-1998		MONTH END	379,440		40,000	339,440	
01-15-1999		CURRENT BALANCE	379,440		40,000	339,440	

--*

Continued on the next page

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

E

Description of Report

A separate Report EEG235-R003 is produced for each fund code, and includes --* the following changes by date that have been recorded in the ledger:

***--EEG235-R003**

- State allocation
- county allocation
- T/A reserve, if applicable
- C/S reserve.

F

Example of Report

This is an example of Report EEG235-R005.

EEG235-R005

*--

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency		Prepared: 05-15-1999
Report ID: EEG235-R005		C/S Reserves Sequential Ledger Entry Report		As of: 05-15-1999
Ledger Code: EQIP		Date From 10-01-1998 Thru 12-31-1998		Page: 1
Fund Code: 549999/1999				Fiscal Year: 1999
Desc: Natural Resource Concerns				

DATE	RESERVE ACCOUNT	DESCRIPTION	INCREASES/ DECREASES	CURRENT RESERVE AMOUNT
10-01-1998	CS0001	CARRY FORWARD TOTALS	6,000	6,000
10-01-1998	CS0002	CARRY FORWARD TOTALS	4,000	4,000
11-15-1998	CS001	INCREASE	21,250	27,250
11-15-1998	CS002	INCREASE	10,000	14,000
12-20-1998	CS001	DECREASE	10,000-	17,250
10-31-1998		MONTH END	10,000	10,000
11-30-1998		MONTH END	27,250	27,250
12-31-1998		MONTH END	17,250	17,250
01-15-1999		CURRENT BALANCE	17,250	17,250

--*

Continued on the next page

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

G**Description of
Report
EEG235-R005**

A separate Report EEG235-R005 is produced for each * * * fund code, and includes the following by date that have been recorded in the ledger for all C/S reserve accounts:

- reserve increases
 - reserve decreases
 - current reserve amounts.
-

H**No T/A Reserve
Report for EQIP**

Since EQIP is currently the only eligible program being processed in the CCC system, and EQIP does not use T/A reserve accounts, T/A Reserves Sequential Ledger Entry Report EEG235-R004 will **not** be produced.

526 (Reserved)

527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006

A

Selecting Report Select Report EEG235-R006 as follows.

EEG235-R006

*--

Step	Action	Result
1	ENTER "4" on Screen EEG23000.	Screen EEG20590 will be displayed while the report is being processed.
2	PRESS "Enter".	The report will be printed.

--*

Continued on the next page

527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006
(Continued)

B

Example of Report This is an example of Report EEG235-R006.

EEG235-R006 **Notes:** All programs and fund codes are reflected on 1 report.

This report is always printed as of the end of the prior month.

*--

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 06-01-1999	
		Farm Service Agency		As of: 05-31-1999	
Report ID:EEG235-R006		Differences Between Conservation 305 and State CCC Ledgers		Page: 1	
				Fiscal Year: 1999	

PROGRAM CODE	FUND CODE	COUNTY	COUNTY ALLOC. ON CONSV. 305	COUNTY ALLOC. ON STATE CCC LEDGER	DIFFERENCE
EQIP	540025/1997	CABELL	25,179	20,179	5,000
		MASON	31,900	36,900	5,000
	549999/1997	HAMPSHIRE	135,690	115,690	20,000
		## JACKSON	17,656	18,792	1,136
	PRESTON	850,000	790,000	60,000	
	RALEIGH	10,000	*****	10,000	
***** - No record on file for this ledger.					
## - Date of Conservation 305 data does not match As of date.					

--*

Continued on the next page

572 Accessing Establish Reserve Accounts Menu EEG250

A**Accessing
Menu EEG250**

--ENTER "5" on Menu EEG200 to access Menu EEG250.--

B**Example of
Menu EEG250**

This is an example of Menu EEG250. All reserve account processing is performed from this menu.

```
COMMAND                                EEG250                                E3
Establish Reserve Accounts Menu
-----
          1.  Establish T/A Reserve Accounts
          2.  Establish C/S Reserve Accounts

          20.  Return To Application Primary Menu
          21.  Return To Application Selection Screen
          22.  Return To Office Selection Screen
          23.  Return To Primary Selection Menu
          24.  Sign Off

Cmd3=Previous Menu
Enter option and press "Enter".
```

573 Update Accounts Screen EEG25500

A

Accessing Screen EEG25500 Complete the following to access Screen EEG25500.

Step	Action	Result
1	Enter either of the following on Menu EEG250, and PRESS "Enter": <ul style="list-style-type: none"> • "1" to establish T/A reserve accounts • "2" to establish C/S reserve accounts. 	Screen EEG20500 will be displayed, listing eligible programs for which accounts may be established. Note: If there are no programs for which T/A accounts may be established, the message, "No eligible programs." will be displayed.
2	Enter the number of the ledger code to be selected, and PRESS "Enter".	Screen EEG25500 will be displayed.

Continued on the next page

573 Update Accounts Screen EEG25500 (Continued)

B
Example of
Screen
EEG25500

This is an example of Screen EEG25500 for C/S accounts before any have been created. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation          000-WEST VIRGINIA      Display      EEG25500
Update Accounts Screen      Version: A001 05-28-1997  15:18  Term E3
-----
Fiscal Year: 1997      Ledger Code:  EQIP

      C/S Reserve Accounts:

NO MORE C/S ACCOUNT CODES
Cmd4=Previous Screen  Cmd7=End    Cmd16=Add  Cmd20=Change
                    Cmd24=Delete
IM: No reserve accounts are currently on file.
    
```

C
Updating
Reserve
Accounts

Update reserve accounts from Screen EEG25500 according to the following table.

IF...	THEN see paragraph...
a new T/A or C/S reserve account is to be added	574.
the name of an existing T/A or C/S reserve account is to be changed	575.
an existing T/A or C/S reserve account is to be deleted	576.

574 Adding T/A or C/S Reserve Accounts

A

Accessing Screen EEG25505

PRESS "Cmd16" or "Shift F4" on Screen EEG25500 to access Update Accounts Screen EEG25505.

B

Example of Screen EEG25505

This is an example of Screen EEG25505 for C/S reserve accounts. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation          000-WEST VIRGINIA          Display          EEG25505
Update Accounts Screen      Version:  A001 05-28-1997  15:18  Term E3
-----
Fiscal Year:  1997      Ledger Code:  EQIP

Enter C/S Reserve Account Name:  _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

C

Adding the Reserve Account

Enter the T/A or C/S reserve account name, and PRESS "Enter". Screen EEG25500 will be displayed reflecting the account just added, and the message, "Reserve Account has been added".

If other reserve accounts need to be added, follow the instructions in this paragraph for each account to be added.

When all T/A or C/S reserve accounts have been added, PRESS "Cmd7" *--or "F7". Menu EEG250 will be displayed.--*

575 Changing T/A or C/S Reserve Account Names

A

Accessing Screen EEG25510 Complete the following to access Update Accounts Screen EEG25510.

Step	Action	Result
1	*--PRESS "Cmd20" or Shift F8" on--* Screen EEG25500.	Screen EEG25500 will be redisplayed with the added field, "C/S Account to Change". Note: If the screen is being processed for a T/A account, the field will be, "T/A Account to Change".
2	ENTER the T/A or C/S reserve account name to be changed, and PRESS "Enter".	Screen EEG25510 will be displayed reflecting the name of the selected T/A or C/S reserve account.

Continued on the next page

575 Changing T/A or C/S Reserve Account Names (Continued)

B
Example of
Screen
EEG25510

This is an example of Screen EEG25510 for C/S reserve accounts. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation          000-WEST VIRGINIA          Display          EEG25510
Update Accounts Screen      Version:  A001 05-28-1997  15:18  Term E3
-----
Fiscal Year:  1997      Ledger Code:  EQIP

                                C/S Reserve Account Name:  XXXXXX

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

C
Changing
Reserve Account
Name

Change the T/A or C/S reserve account name, and PRESS "Enter". Screen EEG25500 will be displayed reflecting the updated account name, and the message, "Reserve Account has been changed".

If other reserve account names need to be changed, follow the instructions in this paragraph for each account to be changed.

When all T/A or C/S reserve account changes have been made, PRESS "Cmd7" *--or "F7". Menu EEG250 will be displayed.--*

576 Deleting T/A or C/S Reserve Accounts

A

Accessing Screen EEG25550 Complete the following to access Update Accounts Screen EEG25550.

Step	Action	Result
1	*--PRESS "Cmd24" or "Shift F12" on Screen EEG25500.	Screen EEG25500 will be redisplayed with the added field, "C/S Account to Delete". Note: If the screen is being processed for a T/A account, the field will be, "T/A Account to Delete".--*
2	ENTER the T/A or C/S reserve account to be deleted, and PRESS "Enter".	Screen EEG25515 will be displayed reflecting the name of the selected T/A or C/S reserve account.

B

Example of Screen EEG25515

This is an example of Screen EEG25515 for C/S reserve accounts. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation          000-WEST VIRGINIA          Display          EEG25515
Update Accounts Screen      Version:  A001 05-28-1997  15:18  Term E3
-----
Fiscal Year:  1997      Ledger Code:  EQIP

C/S Reserve Account Name:  XXXXXX

Is this the C/S Account you wish to delete (Y or N)?
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
N
    
```

Continued on the next page

576 Deleting T/A or C/S Reserve Accounts (Continued)

C**Deleting Reserve Account**

Enter 1 of the following in response to the question, "Is this the C/S Account you wish to delete (Y or N)?"

Note: "T/A" will be reflected in the question instead of "C/S" if a T/A account is to be deleted.

- "Y" to delete the account. Screen EEG25500 will be displayed reflecting the deletion of the account, and the message, "Reserve Account has been deleted".
- "N" if the selected account is **not** to be deleted. Screen EEG25500 will be redisplayed for selecting a different T/A or C/S reserve account to be deleted.

If other reserve accounts need to be deleted, follow the instructions in this paragraph for each account to be deleted.

When all T/A or C/S reserve account deletions have been made, PRESS "Cmd7" *--or "F7". Menu EEG250 will be displayed.--*

577-590 (Reserved)

Section 6 Setting Default Values

591 Default Values

A

Purpose of Default Values

County names and data may be listed on State CCC ledger reports and screens in alphabetical order within 1 of the following:

- State
- each district.

Default values must be set according to this paragraph to establish whether county data will be listed by State or district. Setting default values is a 1-time activity, unless it is decided to change the order in which county data is listed.

B

Accessing Screen EEG26000

Default values will be set on State Ledgers Default Values Screen EEG26000.

ENTER "6" on Menu EEG200 to access Screen EEG26000.

C

Example of Screen EEG26000

This is an example of Screen EEG26000.

```

Conservation          000-WEST VIRGINIA          Display          EEG26000
State Ledgers Default Values Screen  Version: A001 05-28-1997  15:18  Term E3
-----
                                DEFAULT VALUES

Enter "Y" next to the appropriate response:

      List county names on reports and screens alphabetically within

      ___      State

      OR

      ___      District Director

Enter=Continue  Cmd7=End

```

Continued on the next page

591 Default Values (Continued)

D

Completing Complete Screen EEG26000 as follows.
Screen
EEG26000

Step	Action		Result
1	IF county data is to be listed in alphabetical order within...	THEN ENTER...	Screen EEG26005 will be displayed with the message, "Default value has been set".
	State	"Y" in the "State" field, and PRESS "Enter".	
	each district	"Y" in the "District Director" field, and PRESS "Enter".	
2	*--PRESS "Cmd7" or "F7" .--*		Menu EEG200 will be displayed.

592-600 (Reserved)

601 Processing CCC Monthend Progress Reports (Continued)

D
Preparation
Activities
(Continued)

Activity	Instructions
Print Report EEG330-R002	<p>Print Report EEG330-R002, according to paragraph 604, after all County transmissions have been received, and by the fifth workday of the month.</p> <ul style="list-style-type: none"> • Do not print Report EEG330-R002 until all Service Centers have transmitted to the State Office, the preceding exceptions excluded. <p>Note: The September 30 Report EEG330-R002 that is printed in October shall not be printed until all Service Center transmissions have been received.</p> <ul style="list-style-type: none"> • Report EEG330-R002 must be printed before progress reports are *--queued for transmission to KCAO, to perform calculations for the--* columns containing activity since the last report. <p>Note: If Report EEG330-R002 is not printed until after queuing, the system cannot calculate the data in these columns.</p> <ul style="list-style-type: none"> • Maintain a copy of the report according to 25-AS.
CRES Preparation Activities	Ensure that all CRES preparation activities have been completed according to 1-CONSV, Part 10.

E
Queuing
Progress Reports

After all of the preparation activities in subparagraph D have been completed, queue CCC conservation system progress reports for transmission to *--KCAO, according to paragraph 605.--*

Maintain a copy of the reports printed during queuing according to 25-AS.

Continued on the next page

601 Processing CCC Monthend Progress Reports (Continued)

F
Review and
Corrective
Activities

After CCC conservation system progress reports have been queued for *--transmission to KCAO, review and corrective activities shall be performed as follows.

Activity	Instructions
STC Review	<p>STC shall:</p> <ul style="list-style-type: none"> • promptly review entries on the following reports: <ul style="list-style-type: none"> • Conservation 305 Monthly Progress Report EEG330-R002 - Summary • Conservation 305 Monthly Progress/Transmission Report EEG320-R001 • send a copy of Report EEG330-R002 to: <ul style="list-style-type: none"> • DD, if requested • NRCS, if requested. <p style="text-align: center;">Note: Conservation 305 Monthly Progress Report EEG330-R002 - Detail will only need to be printed if DD is receiving a copy.--*</p>
DD Review	<p>Each DD shall review Report EEG330-R002 entries for accuracy and ensure that:</p> <ul style="list-style-type: none"> • entries balance • the C/S amount approved, minus performance amount approved, equals outstanding CCC-1200 balances • payments issued for EQIP during the FY equal the amount earned • corrections are made before the next month's progress report transmission cycle.
Corrections	<p>Corrections to erroneous Conservation 305 data must be made in 1 or more of the following areas before the next month's progress report cycle:</p> <ul style="list-style-type: none"> • county CCC ledger • State CCC ledger • county CCC-1200 or CCC-1245 processing. <p>Corrections will be effective for the next month's progress report cycle. Corrections cannot be made for the immediate prior month's Conservation 305.</p>

Continued on the next page

601 Processing CCC Monthend Progress Reports (Continued)

G

**Printing
Additional
Copies of
Reports**

Additional copies of CCC conservation system reports may be printed, if needed, according to paragraph 607.

Exception: Additional copies of Report EEG330-R002 cannot be printed after the queuing process is complete.

602 Accessing Conservation State CCC Progress Reports Menu EEG300

A

**Accessing
Menu EEG300**

ENTER "1" on Menu EEG000 to access Menu EEG300.

B

**Example of
Menu EEG300**

This is an example of Menu EEG300.

* * *

*--

```

COMMAND                                EEG300                                E5
Conservation State CCC Progress Reports Menu
-----
      1. Counties Not Yet Reported To STO (Display)
      2. Conservation 305 State Committee Report
      3. Conservation 305 Monthly Progress Reports - Summary
      4. Conservation 305 Monthly Progress Reports - Detail
      5. Summary of Conservation Programs Progress Reports

      20. Return To Application Primary Menu
      21. Return To Application Selection Menu
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
    
```

--*

603 Monitoring Incoming County Monthend Progress Report Transmissions

A

Displaying Counties Not Yet Transmitted

***--Important:** Before processing this option, ensure that all county transmission files on the system have been merged into the State progress report file. Any transmission files on the system that **have not** been merged will cause counties to be erroneously displayed.

Display the list of counties for which Service Centers have not transmitted monthend progress reports as follows. Counties may be displayed as often as needed.--*

Step	Action	Result
1	On Menu EEG300, ENTER "1", and PRESS "Enter".	Screen EEG31000 will be displayed.
2	ENTER "1", and PRESS "Enter". * * *	Screen EEG31005 will be displayed, listing the: •*--State and county codes and names of all counties for which Service Centers have not --* yet transmitted monthend progress reports * * * •*--number of counties for which Service Centers have transmitted monthend progress reports in the lower-right corner.--*
3	Use the shift and roll keys to display *--additional screens of cuntries for which data has not yet been--* transmitted, if needed. PRESS "Print" on each screen to obtain printouts of all counties listed, if desired. PRESS "Cmd7" to exit.	Menu EEG300 will be redisplayed.

Continued on the next page

604 Printing Conservation 305 Monthly Progress Report EEG330-R002

A

Printing Report EEG330-R002

Report EEG330-R002 may be very lengthy and could take several hours to print. Ensure that a printer is available for several hours.

*--Report EEG330-R002 may be printed in either summary or detail form. The summary format is a shorter version, sorted by year. The detail format provides the breakdown by DD as well as the entire summary report EEG330-R002.

Print Report EEG330-R002 as follows.

Step	Action		Result
1	IF Report EEG300-R002 format is....	THEN on Menu EEG300, ENTER...	Screen EZZ80000 will be displayed.
	summary	"3", and PRESS "Enter".	
	detail	"4", and PRESS "Enter".--*	
2	Enter the following: <ul style="list-style-type: none"> • printer ID * * * • number of copies to be printed. PRESS "Enter".		Screen EEG10550 will be displayed.
3	PRESS "Enter".		Screen EEG10590 will be displayed while the report is being processed..
4	PRESS "Enter".		The report will be printed as indicated on Screen EZZ80000. Menu EEG300 will be displayed.

Continued on the next page

*--604 Printing Conservation 305 Monthly Progress Report EEG330-R002 (Continued)

B

Example of Report EEG330-R002. This is an example of Report EEG330-R002.
 Report EEG330-R002

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency						Prepared: 09-05-1997	
Report ID: EEG330-R002		CONSERVATION 305 MONTHLY PROGRESS REPORT						As of: 08-31-1997	
CEP-61R		DISTRICT DIRECTOR TOTALS FOR PROGRAM :						Page: 2	
DISTRICT DIRECTOR: 01		EQIP All Fund Codes							

C U R R E N T F I S C A L Y E A R A C T I V I T Y									

* COUNTY NAME	* COUNTY ALLOCATION AMOUNT	* TOTAL AMOUNT APPROVED	* PERFORMANCE REPORTED APPROVED	* EARNED	* BALANCE AVAILABLE	* OUTSTANDING APPROVALS	* PENDING APPROVALS		
* -1-	* -2-	* -3-	* -4-	* -5-	* -6-	* -7-	* -8-	* -9-	

BARBOUR	640,724	79,454	41,865	41,123	562,012	37,589	1,031,637		
BERKELEY	983,731	220,017	94,684	92,285	766,113	125,333	35,634		
GRANT	172,664	101,819	46,595	40,466	76,974	55,224	23,241		
DD TOTAL	1,797,119	401,290	183,144	173,874	1,405,099	218,146	1,090,512		

C U R R E N T F I S C A L Y E A R A C T I V I T Y									

* COUNTY NAME	* TOTAL AMOUNT OBLIGATED	* PERCENT OF THIS FY OBLIGATED	* PERCENT OF CO. ALLOC.	* PERCENT OF CO. ALLOC.	* PERCENT SLIPPAGE	* TOTAL AMOUNT APPROVED	* PERFORMANCE REPORTED APPROVED	* EARNED	
* -10-	* -11-	* -12-	* -13-	* -14-	* -15-	* -16-	* -17-	* -18-	

BARBOUR	78,712	54.580	12.28	6.42	1.77	79,454	41,865	41,123	
BERKELEY	217,618	160,749	22.12	9.38	2.53	220,017	94,684	92,285	
GRANT	95,690	31,833	55.42	23.44	13.15	101,819	46,595	40,466	
DD TOTAL	392,020	247,162	21.81	9.68	5.06	401,290	183,144	173,874	

--*

Continued on the next page

605 **Queuing Monthend Progress Reports**

A

Before Queuing

Reminder: Monthend progress reports for both CRES and CCC conservation system will be queued when actions are taken according to this paragraph. Depending on the State, the reports may be very lengthy.

Before queuing, ensure that a printer is available for several hours.

* * *

B

Accessing Menu FMF905

Access Menu FMF905 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER "4", and PRESS "Enter".	Menu FAX09002 will be displayed.
2	Enter the option number that corresponds to the State Office to be accessed, and PRESS "Enter".	Menu FAF07001 will be displayed.
3	ENTER "7", and PRESS "Enter".	Menu FMF900 will be displayed.
4	ENTER "1", and PRESS "Enter".	Menu FMF901 will be displayed.
5	ENTER "5", and PRESS "Enter".	Menu FMF905 will be displayed.

Continued on the next page

605 Queuing Monthend Progress Reports (Continued)

C
Example of
Menu FMF905

This is an example of Menu FMF905.

*--

```
COMMAND                                FMF905                                E5  --
Queue Conservation Files for Transmission to KCAO
-----
Queue Individual Files:

    1. Completed County AD-862's/AD-245's  (EH1)
    * 2. CRP Contract Data                  (EPB)
    3. Conservation Progress Reports       (EM3, EM4, EH8)
    4. CRP Offers                          (EPE)

    22. Return to Application Selection Menu.

    Cmd3-Previous Menu.                    *=Option currently not available.

Ready for option number or command
```

Continued on the next page

***--605 Queuing Monthend Progress Reports (Continued)**

**F
Queuing Files
(Continued)**

Step	Action	Result
7	PRESS "Enter".	Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 will print. Screen EEG10590 will be displayed with the following messages: <ul style="list-style-type: none"> • "Summary of Conservation Programs Progress Reports" • "Report is scheduled to be released to print queue".
8	PRESS "Enter".	Summary of Conservation Programs Progress Reports EEG390-R001 will print. Menu FMF905 will be redisplayed. The queuing process is complete.
9	PRESS "Cmd3" twice if no other conservation files need to be queued.	Menu FAX250 will be displayed.

--*

606 Examples of CCC Reports Printed During Queuing for Transmission

A

Overview

This paragraph contains examples and descriptions of the following CCC reports *--printed during queuing for transmission to KCAO according to--* paragraph 605:

- Conservation 305 Monthly Progress/Transmission Report EEG320-R001
- Summary of Conservation Programs Progress Reports EEG390-R001.

Notes: See:

- paragraph 527 for an example of Differences Between Conservation 305 and State CCC Ledgers Report EE235-R006
- 1-CONSV, Part 10 for examples of CRES reports printed during queuing.

B

Example of Report EEG320-R001

This is an example of Report EEG320-R001.

*--

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency			Prepared: 09-05-2001 As of: 08-31-2001			
Report ID: EEG320-R001	CONSERVATION 305 MONTHLY PROGRESS/TRANSMISSION REPORT				Page: 1			
Program Code: EQIP								
Fund Code: 540025/2001	Tygart Valley Watershed							

* COUNTY	Total Allocation	Total Amount Approved	Performance Amount Approved	Performance Amount Earned	Balance Available	Amount Pending Approvals	No. of Contracts Pending Appr. this FY	*

BARBOUR	65,000	35,000			30,000		1	
PRESTON	100,000	100,000			0		2	
TAYLOR	50,000	25,000			25,000	25,000	1	1
TOTAL	215,000	160,000			55,000	25,000	1	4

--*

Continued on the next page

606 Examples of CCC Reports Printed During Queuing for Transmission (Continued)

E

Description of Report EEG390-R001

--The following table describes data on Report EEG390-R001.--

Item or Column Name or Number	Description
Prepared Date	This is the date the report is queued for transmission.
As of Date	This is the last day of the prior month. Only data from October 1 of the current FY through the "As of" date is reflected on this report.
Program and Fund Code	All eligible programs and fund codes in the State are listed.
1	This is the State allocation from the State CCC ledger.
2	This is the total county allocation from the county transmitted Conservation 305.
3	This is the amount reserved on the State CCC ledger for technical services to other agencies. This column will be zero for EQIP, because technical service payments are made by the National Office.
4	This is the C/S reserves from the State CCC ledger.
5	This is column 1 minus column 2 minus column 3 minus column 4.
6	This is column 4 minus column 5 plus column 6 on Report EEG330-R002.
7	This is column 1 minus column 3 minus column 6.

607 Printing Additional Copies of Monthend Reports Printed During Queuing

A
Additional
Copies of
Reports

An additional copy of the following reports printed during queuing may be printed * * *, if needed, from the CCC conservation system software:

- Difference Between Conservation 305 and State CCC Ledgers Report EEG235-R006, according to paragraphs 522 and 527
- Summary of Conservation Programs Progress Reports EEG390-R001, according to this paragraph
- CRES reports according to 1-CONSV, Part 10

Notes: Copies of reports will print as of the end of the immediate prior month only if progress reports have already been queued for transmission to *--KCAO according to paragraph 605.--*

An additional copy of Conservation 305 Monthly Progress/Transmission Report EEG320-R001 cannot be printed.

Continued on the next page

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports None

Forms This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
ACP-246	Payment Summary Sheet (ACP)		220, 230
ACP-301	ACP-301, Record of AD-862's (For Automated Processing)		252
ACP-305	Monthly Progress Report		383, 605, 622
AD-245	Request for Cost-Shares		291, 383
AD-862	Conservation Reporting and Evaluation System		230, 252, 291
CCC-36	Assignment of Payment		220, 230
CCC-184	CCC Check		220, 521
CCC-357	State Program Allocation		474, 621
CCC-1200	Conservation Program Contract		Text
CCC-1201	Application Evaluation Worksheet		43
CCC-1245	Practice Approval and Payment Application	220, 230	Text
NRCS-LTP-11-E	Contract Support Document		51, 53, 91, 94.5, 95, 172, 176
NRCS-LTP-11	Conservation Plan Schedule of Operations		94.5

Continued on the next page

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
EQIP	Environmental Quality Incentives Program	Text
LTA	long-term agreement	383
T/A	technical assistance	Part 14

Redelegations of Authority None

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
EEA000	Conservation Main Menu	3
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EEB000	Conservation CCC-1200/CCC-1245 Menu	3
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