

Performance Results System (PRS) Hints & Tips

5a. Documenting Recurring Practices as Applied for Farm Bill Program Payments

As part of the new payment procedure, proper PRS documentation is required before payments will be approved for Farm Bill Program payments effective May 24, 2007. Refer to State Bulletin PI-300-07-08.

As stated on page 2 of the Performance Measure Business Definitions, “Recurring practices are reported the year they are **first** applied for annual measures, recognizing that they will be applied according to schedule in future years for the life of the practice.”

Provided below are instructions to document a **recurring** practice that has been reported in the Performance Reporting System (PRS) as applied.

1. At **My NRCS**, select:
 - a. **Field Tools**
 - b. **PRS**
2. Select the **Tools** Tab.
3. Select “View Conservation Plans”.
4. Fill in **Customer Name** and County (**Profile**).
5. **Search**.

- a. **County (Profile)** – if you have access to multiple counties, select the appropriate county.
 - b. **Customer Name** – Type in the client’s last name.
- Note:** It is not always necessary to fill in all the boxes, unless you need to narrow your search down.

6. Select the **Plan Name**.
7. Click on the **Practice** Tab.

Note:
The Customer File automatically opens up in the Summary Tab.

Avoid creating pdf files through the Summary Tab. The Summary Tab lacks sufficient information such as planned and applied dates. Lack of such information may create further delays in payment.

8. Click on the “**Show All Practices**” button.

Note:
The default automatically shows all unreported practices.

9. Obtain proof that the practice has been completed by printing the practices listed in the **Practice Tab**.

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10. To print the entire page, print the document in Landscape format:
 - a. Click on **File / Page Setup**.
 - b. Select **Landscape, OK**.
11. Click on **File / Print**.
12. At the Print window, click **Print**.
13. On the printed copy, include:
 - a. **Contract #**
 - b. **Client Name**
 - c. **Field Office**
 - d. **Identify the Contract Item Number(s) (CIN) to be paid.**
 - e. **Identify the recurring practice that was previously reported.**
14. Incorporate the PRS Practice Certification Document with the rest of the payment package and post to the Farm Bill Payments folder on the PIA SharePoint under your field office at:
 - <https://nracs.sc.egov.usda.gov/west/pia/AO/FBPmts/default.aspx>

***Don't forget to name the by the proper naming convention:**

 - **Last five digits of contract number, last name of Participant, CIN number(s).**
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