Farm Service Agency

LOAN DEFICIENCY PAYMENTS (LDP) APPLICATION INSTRUCTIONS FOR WOOL, MOHAIR AND PELTS FOR LEVEL 2 EAUTHENICATED USERS August 2, 2022 V 1.0

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Version History

Date	Version	Description of Change
08-02-2022	1.0	Issued

1 LDP System

1.1 Overview

The LDP application was developed to be accessed by customers with Level 2 eAuthentication access. The LDP application allows applicants to:

- create/submit/delete/print a new LDP agreement (form CCC-633EZ, page 1)
- create/submit/delete/print a new LDP application
- view/modify an existing LDP application.

Note: County offices will receive notifications for LDP agreement and application activity.

1.2 Reasonable Quantity Management System (RQMS)

Before an LDP can be submitted a reasonable quantity record must be recored in the RQMS system.

All acreage based crops are automatically established by the system, however since wool, mohair, and pelts are not acreage based, these commodities must have a manual resasonable quantity record (RQ) established by the county office before an LDP can be requested.

Note: Please contact your county office if you do not see a RQ record established. Be prepared to answer questions about herd size and shearing information.

1.3 Accessing the LDP Application System

The LDP Application system can be accessed by clicking the following link:

https://apps.fsa.usda.gov/usda_scc_gateway/ldp/app/producer/home

The following pop-up screen is displayed. To login to the LDP application,

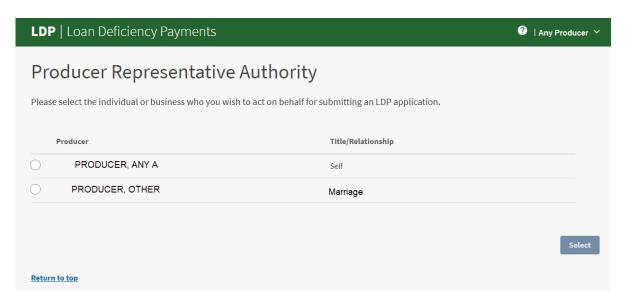
- enter your EAuth User ID and Password
- CLICK "Log In with Password".



1.4 Representative Capacity

When a user has a FSA-211 on file and is authorized to act on behalf of other producers, the Applicant Selection Screen is displayed which includes the user name and any other applicant for which the user has representative capacity.

Example of the Producer Representative Authority Screen.



- CLICK the radio button next to the applicable applicant
- CLICK "Continue" to proceed to the LDP Home Screen.

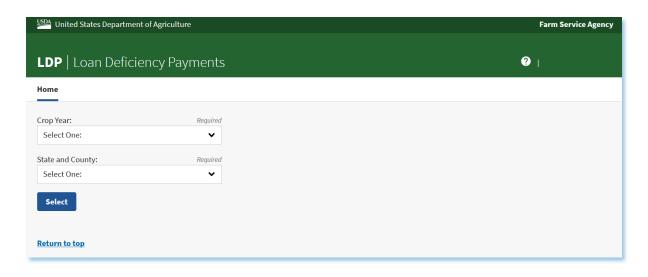
2 LDP Home Screen

2.1 Overview

The LDP Home Screen is the starting point after a user has successfully logged in.

2.2 Example of LDP Home Screen

The following is an example of the LDP Home Screen.



From the LDP Home Screen,

- using the drop-down, select the applicable crop year.
- using the drop-down, select the applicable state and county for the producer.
- CLICK "Select" to proceed to the Producer Overview Screen.

3 Producer Overview Screen

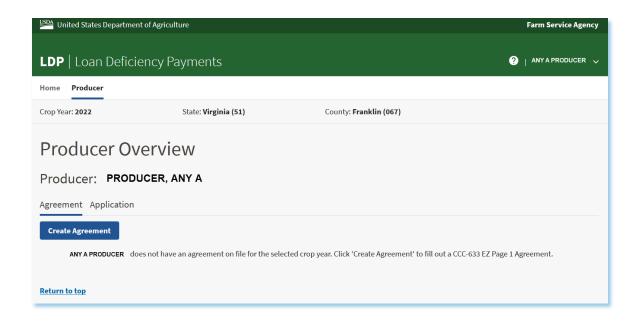
3.1 Overview

The Producer Overview Screen allows producers to create/view/edit a producer's:

- Agreement (CCC-633 EZ Page 1)
- Application (CCC-633 EZ Page 4)

3.2 Example of Producer Overview Screen

The following is an example of the Producer Overview Screen. The Agreement link defaulted.



If an LDP Agreement is **not** on file,

 CLICK "Create Agreement" to create an LDP Agreement and follow section 4 to create an LDP Agreement

Note: Each crop year, producers are required to submit an annual LDP Agreement. The LDP Agreement covers all eligible commodities for all states and counties nationwide.

If an LDP Agreement is on file,

• CLICK "Application" to create an LDP Application and follow section 5 to create an LDP application.

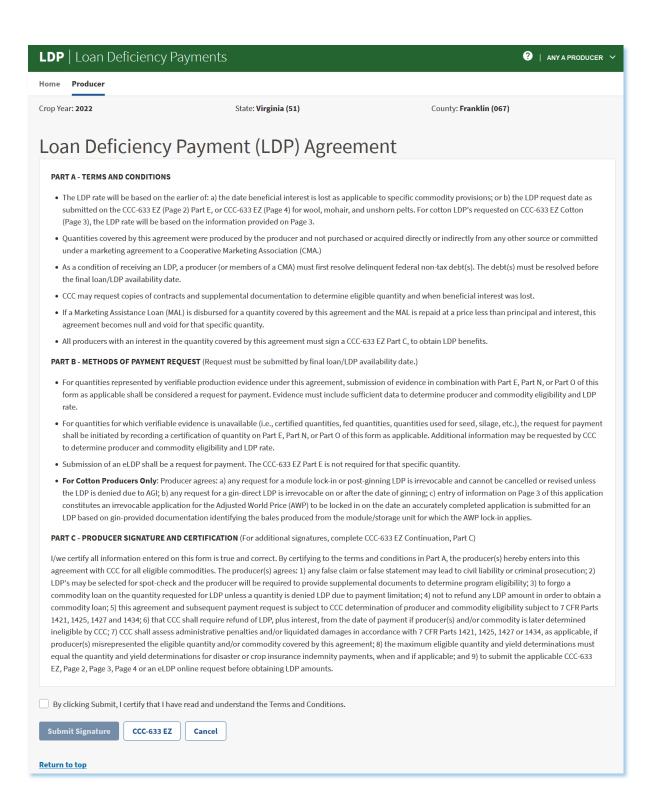
4 LDP Agreement

4.1 Overview

After the user has clicked "Create Agreement" from the Producer Overview Screen, the terms and conditions are displayed.

4.2 Example of Part A Terms and Conditions

The following is an example of Part A Terms and Conditions.



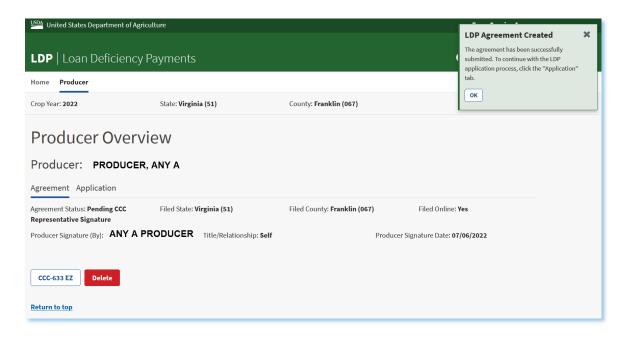
After reading the terms and conditions,

- CLICK the check box agreeing to the Terms and Conditions
- CLICK "Submit Signature". The Producer Overview Screen is displayed.

The user has the option to View/Print the LDP Agreement (CCC-633 EZ, Page 1) or the user can CLICK "Cancel' to return to the previous screen.

4.4 Example of Producer Overview Screen with LDP Agreement

The following is an example of an LDP Agreement that has been completed in the LDP System.



4.5 Printing CCC-633-EZ Page 1 (LDP Agreement)

The user will have an option to

- view/print the CCC-633 EZ Page 1 (LDP Agreement)
- delete the LDP Agreement.

4.6 Example of CCC-633 EZ Page 1 (LDP Agreement)

The following is an example of the CCC-633 EZ Page 1.

This form is available electro								
CCC-633 EZ				Name and Address of Producer (Include ZIP Code) (Please Print)				
(05-21-19)	Commodity Cred	it Corporation			ANY A PR	ODUCER		
LOAN DEFICIE	NCY PAYMENT (LD	P) AGREEMENT	AND REQUEST		Telephone or Cell Nu (Include Area Code)	mber	3. Crop Year	
All eligible producers entering i					(include Area Code)		2022	
interest in the quantities covere				ducer is	State(s) and County(s)	->		
considered to have beneficial in	terest in the specified quantiti	es if the producer has AL	L of the following:			5)		
Title to the comr		Control of the commo			51-089, 51-067			
File this form BEFORE loss of bene	ficial interest (title and control) to i	ndicate your intentions to reci	eive Loan Deficiency Paym	nent (LDP)	benefits for this crop year fo	r all counties and all eligible h	arvested, sheare	d, or slaughtered commodities
for the individual, joint operation, or loan/LDP availability date to receive	LDP benefits.	C-633 EZ - LDP Request (Pa	age 2), Cotton LDP Request	st (Page 3)	or Request for Wool, Moha	ir, or Unshorn Pelt LDP (Pag	e 4) must be comp	oleted BEFORE the final
PART A TERMS AND COND	TIONS							
 The LDP rate will be based on th 							(Page 2) Part E,	or CCC-633 EZ (Page 4)
	elts. For cotton LDP's requested o							
 Quantities covered by this agree 								arketing Association (CMA.)
 As a condition of receiving an LE 						the final loan/LDP availabilit	y date.	
 CCC may request copies of cont 								
 If a Marketing Assistance Loan (All producers with an interest in t 					principal and interest, this i	agreement becomes null and	void for that speci	nic quantity.
PART B METHODS OF PAY	MENT RECITEST (Poguest n	nust he submitted by fin	al loan/LDP availabilit	ty data l				
For quantities represented by ve								
	termine production evidence under		or evidence in combination (with Part 6	, Part N, or Part O of this to	rm as applicable shall be con	sidered a request	for payment. Evidence
For quantities for which verifiable			quantities used for seed is	silane etc	the request for navment s	hall be initiated by recording	certification of ou	antity on Part F. Part N. or
	Additional information may be re					nam be initiated by recording t	ociamona on qu	summy of the Lift Street, or
. Submission of an eLDP shall be	a request for payment. The CCC-	633 EZ Part E is not required	for that specific quantity.	• .				
 For Cotton Producers Only: P 								
	f ginning; c) entry of information or					(AWP) to be locked in on the	date an accurately	y completed application is
submitted for an LDP based on	in-provided documentation identif	ying the bales produced from	the module/storage unit for	r which the	AWP lock-in applies.			
PART C PRODUCER SIGNA								
I/we certify all information entered on								
statement may lead to civil liability or of LDP unless a quantity is denied LDP di								
7 CFR Parts 1421, 1425, 1427 and 143								
in accordance with 7 CFR Parts 1421.								
determinations for disaster or crop insu								
5A. Producer's Signature (BY)	5B. Title/Relationship (II	ndividual Signing 5C. Di	ate (MM-DD-YYYY) 6A	A. Produce	r's Signature (BY)	6B. Title/Relationship (Indiv.	idual Signing	6C. Date (MM-DD-YYYY)
ANY A PRODUCE	in a representative	capacity)	07-06-2022			in a representative cap	acity)	
	. Sett	'	07-06-2022					
PART D CCC AGREEMENT	FOR CCC USE ONLY)							
7. Signature of CCC Representativ	2	9. Date (MM-DD-YYYY)	10. Additional Information	n		11. Name and Address of C		
						FRANKLIN COUNTY		CE AGENCY
8. Title of CCC Representative		-				1297 STATE STREE		
o. The or ooo representative						ROCKY MOUNT, VA	24151-2284	
NOTE: The following statement is	s made in accordance with the Pri	vacv Act of 1974 (5 USC 552)	a - as amended). The auth	ority for re	auestina the information ide	ntified on this form is 7 CFR I	Part 1421, 7 CFR	Part 1425. 7 CFR Part 1427.
7 CFR Part 1434 the Co	mmodity Credit Cornoration Charl	er Act (15 U.S.C. 714 et sea) the Food Conservation a	and Fnero	v Act of 2008 (Pub. I. 110-2	46) as amended by the Ame	ican Taxnaver Re	lief Act of 2012 and the

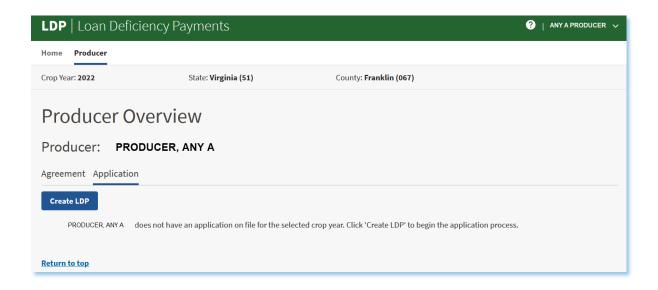
5 Creating an LDP Application

5.1 Overview

An LDP Application is created from the Producer Overview Screen.

5.2 Example of Producer Overview Screen

The following is an example of the Producer Overview Screen when "Application" has been selected.



From the Producer Overview Screen,

- CLICK "Application"
- CLICK "Create LDP". The Program Eligiblity Screen is displayed.

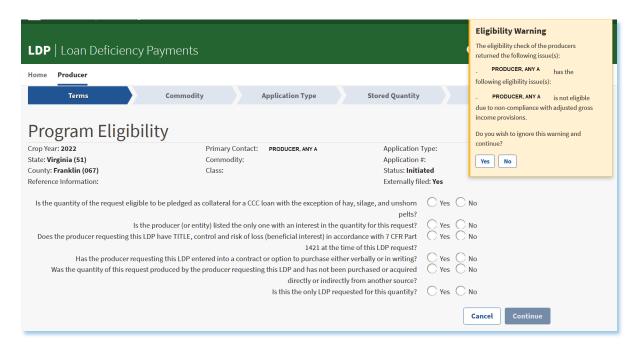
6 Program Eligibility Screen

6.1 Overview

Applicant eligibility is an integral part of any application process. Users will be required to answer several questions related to the LDP commodity on the Program Eligibility Screen.

6.2 Example of Program Eligiblity Screen

The following is an example of the Program Eligiblity Screen. Anytime the applicant has outstanding Eligibility issues, this screen will display an eligibility warning message.



6.3 Eligibilty Warnings

When there is a warning message displayed, CLICK,

- "No" to exit the LDP system and resolve the eligibility issues or
- "Yes" to ignore the warning and continue.

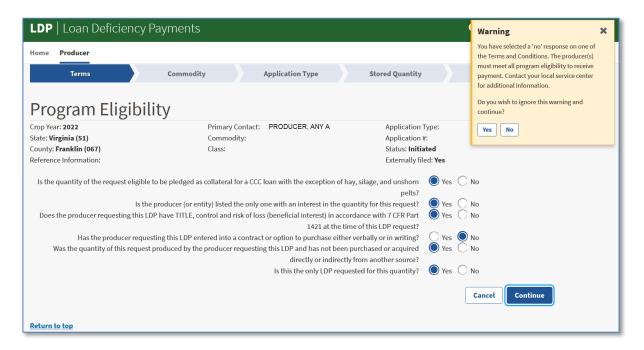
Note: Eligibility issues will not prevent the applicant from requesting an LDP, but must be rectified before the applicant can receive payment for the LDP and before the end of the LDP availability time period.

6.4 Completing Program Eligiblity

Producers must answer all questions on the Program Eligibilty Screen.

If a producer answers "No" to the question "Has the producer requesting this LDP entered into a contract or option to purchase either verbally of in writing?", a warning message is displayed. The user can click "Yes" to bypass the warning.

The following is an example of the Program Eligiblity Screen.



CLICK "Continue" to proceed to the Producer Delinquent Debt Screen.

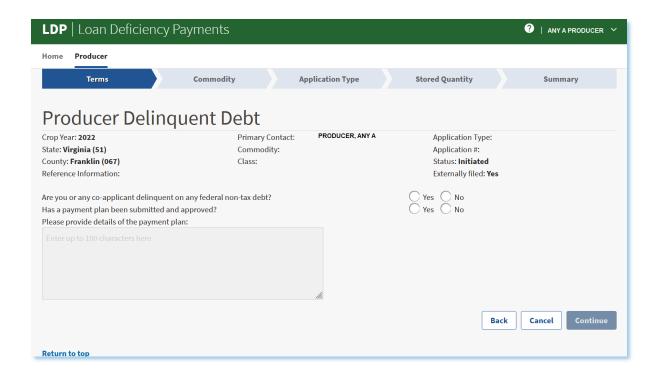
7 Producer Delinquent Debt Screen

7.1 Overview

The Producer must provide a certification to delinquent debt.

7.2 Example of Deliquent Debt Screen

The following is an example of the Delinquent Debt Screen.



On the Producer Delinquent Debt Screen, click either "Yes" or "No for the 1st question.

If the answer to the 1st question is "Yes", the user will be required to answer the 2nd question and provide details in the remarks section provided before clicking "Continue" to proceed to the Commodity Selection Screen,

If the answer to the first question is "No", the user will then click "Continue" and proceed to the Commodity Selection Screen.

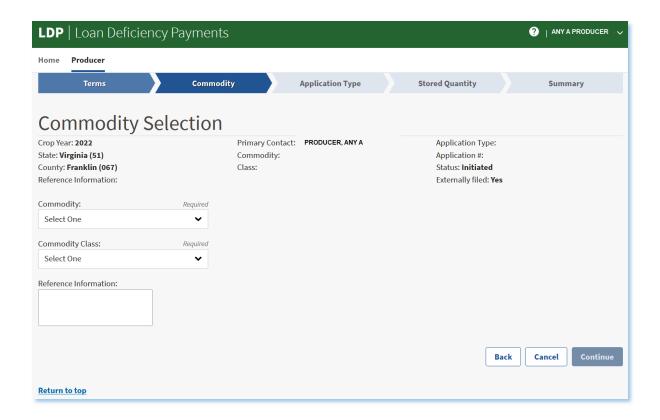
8 LDP Commodity Selection Screen

8.1 Overview

The Commodity Selection Screen allows the user to select the commodity for the application.

8.2 Example of the Commodity Selection Screen

The following is an example of the Commodity Selection Screen.



On the Commodity Selection Screen,

- using the drop down, click the applicable commodity (Wool, Pelt, Mohair)
- using the drop down, click the applicable commodity class
 - Wool Graded or Nongraded
 - Pelt Unshorn
 - o Mohair Mohair
- enter optional reference information to further describe the commodity
- CLICK "Continue" to proceed to the LDP Application Type Selection Screen.

9 LDP Application Type Selection Screen

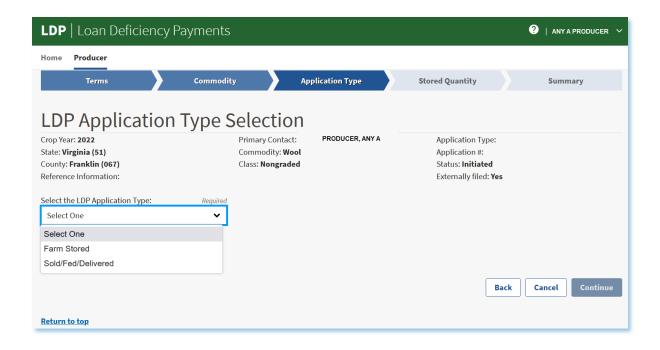
9.1 Overview

The LDP Application Type Selection Screen allows the user to select the application type. For manual crops such as Wool, Pelts, and Mohair, the only options available are either:

- Farm-stored
- Sold/Fed/Delivery

9.2 Example of LDP Application Type Screen

The following is an example of the LDP Application Type Selection Screen.



On the LDP Application Type Selection Screen select either,

- "Farm-stored"
- "Sold/Fed/Delivery" then,
- CLICK "Continue" to advance to the Farm Stored Quantity screen.

10 Farm Stored Quantity Screen

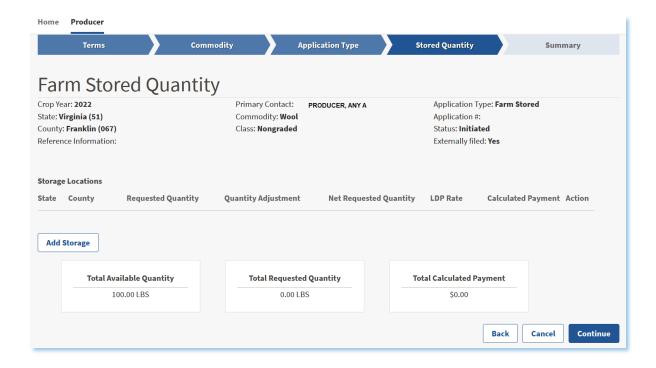
10.1 Overview

When the user has selected "Farm-Stored", details for the LDP commodity that is stored on the farm will need to be provided.

Note: The request date is automatically populated with the current date.

10.2 Example of Farm Stored Quantity Screen

Following is an example of the Farm Stored Quantity Screen.



From the Farm Stored Quantity Screen,

- CLICK "Add Storage"
- CLICK "Continue" to advance to the "Farm Stored Location Screen".

Users can also click:

- "Back" to return to the Application Type Selection Screen
- "Cancel" to cancel the request and return to the Producer Overview Screen.

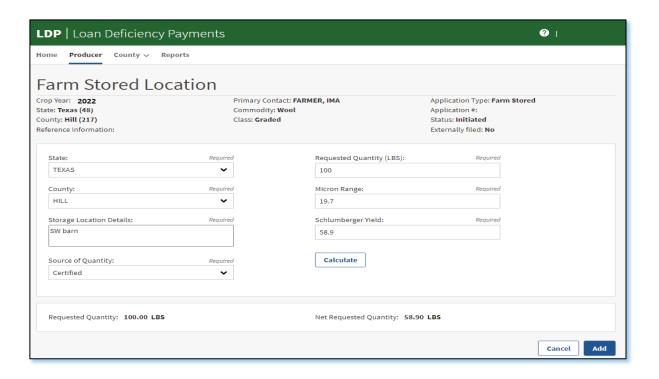
11 Farm Stored Location Screen

11.1 Overview

The "Farm-Stored Location Screen" allows specifics for the LDP commodity location and quantity that is stored on the farm to be provided.

11.2 Example of Farm Stored Location Screen – Wool and Mohair

The following is an example of the Farm Stored Location Screen for Graded Wool. The screens for Nongraded Wool and Mohair are very similar except for the Micron Range and Schlumberger Yield fields.



11.3 Field Descriptions and Actions

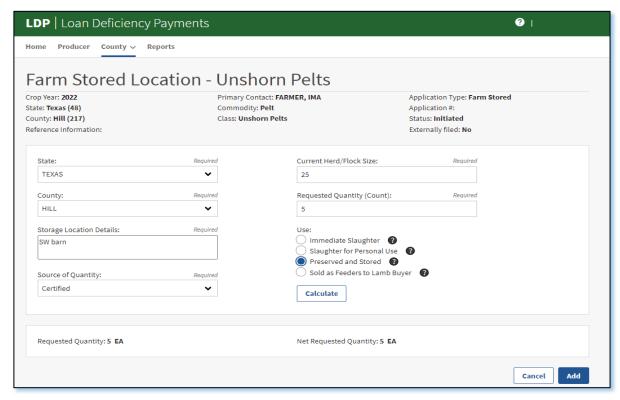
The following table provides the field, descriptions, and actions for the Farm Stored Location Screen.

Field/Button	Description/Action
Same Location as	Once you complete data entry for your first "Farm Stored
Previous	Location", you can CLICK "Same Location as Previous" to
	create a duplicate field for an additional stored LDP quantity at
	the same location.
State	Location State of stored LDP commodity.
County	Location County of stored LDP commodity.
Storage Location	Entry of detailed storage location information.
Details	
Source of Quantity	What documentation is utilized for the quantity? There are two
	options:
	• Certified (Producer Certification of Quantity)
	• Production Evidence (written documentation)
	• Quantity in Excess of Certified Quantity (occurs when an
	additional quantity is measured or Production Evidence is
	submitted proving a higher quantity).
Requested Quantity	Enter the commodity quantity for the requested LDP.
	Entry must be according to the displayed Unit of Measure
	(pounds in this case), and cannot exceed the Total Available
	Quantity displayed on the "Farm Stored Quantity Screen" (in this
	example: 100 pounds).
Micron Range	Allows user to enter the micron range.

(Graded Wool only)				
	Example: Micron Range: 18.6.			
Schlumberger Yield	Allows user to enter the Schlumberger Yield as a number			
(Graded Wool Only)	between 0.1 - 99.9.			
	Example: Schlumberger Yield: 58.9.			
Calculate	Calculates the LDP quantity and populates Requested Quantity			
	and Net Requested Quantity at the bottom of the screen.			
Cancel	Cancels entries on this screen and returns to the "Farm Stored			
	Quantity" screen.			
Add	Adds the storage location details and returns user to the "Farm			
	Stored Quantity Screen".			

11.4 Example of Farm Stored Location Screen – Unshorn Pelts

The following is an example of the Farm Stored Location Screen for Unshorn Pelts.



11.5 Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Farm Stored Location Screen for unshorn pelts.

Field/Button Description/Action		
State	Select the State where the commodity is physically stored from	
	the drop-down menu.	
County	Select the county where the commodity is physically stored from	
	the drop-down menu.	

Storage Location Details	Required free form field up to 75 characters to enter storage location details.
	Warning: PII cannot be included in the freeform field.
Source of Quantity	Select 1 of the following from the drop-down menu:
	• "Certified"
C 4 II 1/E1 1	• "Production Evidence".
Current Herd/Flock Size	Allows user to enter the producer's current herd/flock size as a whole number.
Requested Quantity (Count)	Allows user to enter the requested quantity as a count of unshorn pelts.
Use	Select 1 of the following from the drop-down menu:
	"Immediate Slaughter" - quantity is delivered for slaughter within a 10-day calendar period after delivery
	"Slaughter for Personal Use" - quantity will be slaughtered for personal use such as clothing, shelter, rugs, etc
	"Preserved and Stored" - quantity is being preserved, maintained, and stored for future marketing or processing
	• "Sold as Feeders to Lamb Buyer" - quantity is being sold as feeder lambs to a feeder lamb buyer; the quantity of unshorn pelts is ineligible.
Calculate	CLICK "Calculate" to populate the quantity.
Requested Quantity	Displays the requested quantity.
Net Requested Quantity	Displays the net requested quantity.
Cancel	CLICK "Cancel" to cancel and return to the Producer Overview Screen.
Add	CLICK "Add" to record storage location details and return to the Farm Stored Quantity Screen.

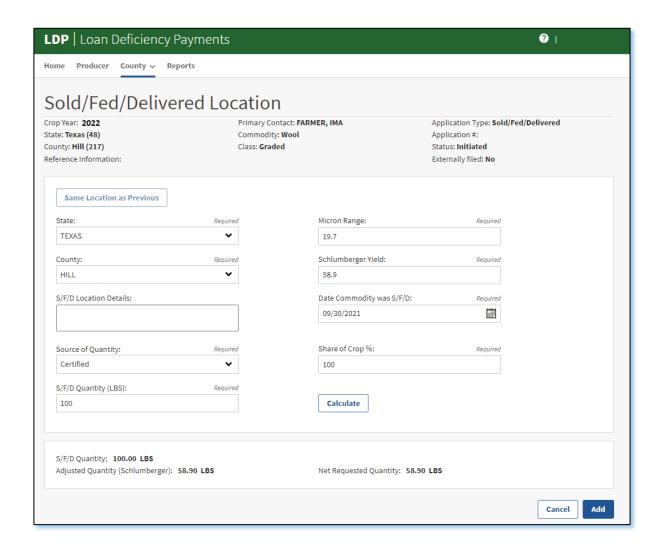
12 Sold/Fed/Delivered Location Screen

12.1 Overview

The Sold/Fed/Delivered Location Screen allows the user to enter the sold/fed/delivered location details for graded wool, nongraded wool, and mohair.

12.2 Example of Sold/Fed/Delivered Location Screen - Wool and Mohair

The following is an example of the Sold/Fed/Delivered Location Screen for graded wool. The screens for Nongraded Wool and Mohair are very similar except for the Micron Range and Schlumberger Yield fields.



12.3 Field Descriptions and Actions

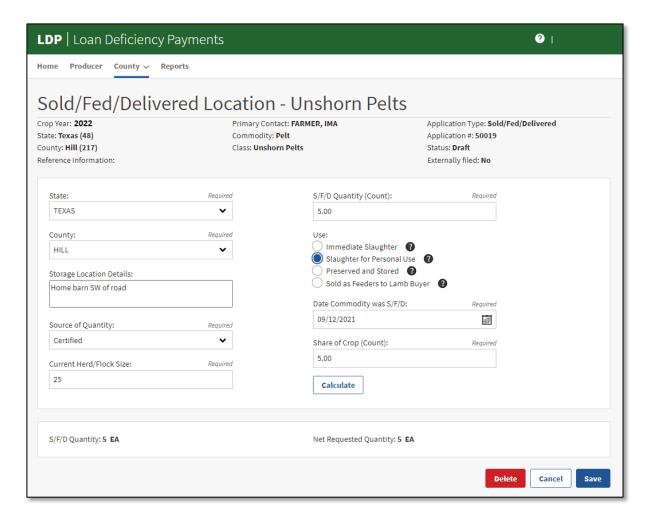
The following table provides the field, descriptions, and actions for the Sold/Fed/Delivered Location Screen for graded wool.

Field/Button	Description/Action
Same Location as Previous	Allows user to populate State, county, and sold/fed/delivered
	location details from a previous entry.
	CLICK "Same Location as Previous" to populate previous
	location details.
State	Select the State where the commodity is produced from the
	drop-down menu.
County	Select the county where the commodity is produced from the
	drop-down menu.
S/F/D Location Details	Optional freeform field up to 75 characters to enter
	sold/fed/delivered location details.

	Warning: PII cannot be included in the freeform field.		
Source of Quantity	Select 1 of the following from the drop-down menu:		
	• "Certified"		
	"Production Evidence"		
	• "Quantity in Excess of Certified Quantity" (occurs when		
	an additional quantity is measured or Production		
	Evidence is submitted proving a higher quantity).		
S/F/D Quantity	Allows user to enter the requested quantity.		
Micron Range	Allows user to enter the micron range.		
	Example: 18.6.		
	Note: This field is only applicable for graded wool.		

12.4 Example of Sold/Fed/Delivered Location Screen - Unshorn Pelts

The following is an example of the Sold/Fed/Delivered Location Screen for Unshorn Pelts.



12.5 Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Sold/Fed/Delivered Location Screen for unshorn pelts.

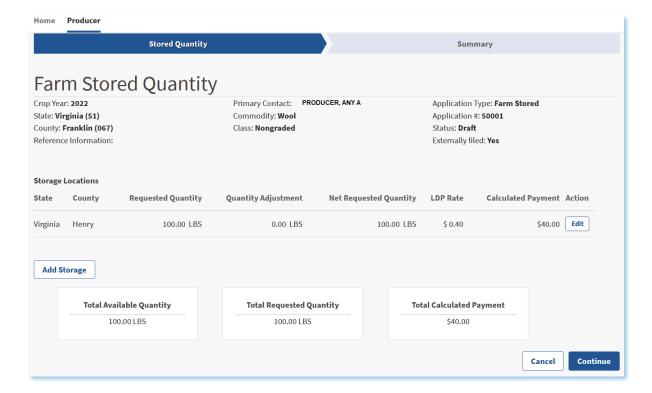
Field/Button	Description/Action
State	Select the State where the commodity is produced from the
	drop-down menu.
County	Select the county where the commodity is produced from the
	drop-down menu.
Storage Location	Optional freeform field up to 75 characters to enter sold/fed/
Details	delivered location details.
	W/
C	Warning: PII cannot be included in the freeform field.
Source of Quantity	Select 1 of the following from the drop-down menu:
	"Certified"
	"Production Evidence".
Current Herd/Flock	Allows user to enter the producer's current herd/flock size as a
Size	whole number.
S/F/D Quantity	Allows user to enter the requested unshorn pelt quantity as a
(Count)	count.
Use	Select 1 of the following from the drop-down menu:
	c .
	"Immediate Slaughter" - quantity is delivered for slaughter
	within a 10-day calendar period after delivery
	"Slaughter for Personal Use" - quantity will be slaughtered
	for personal use such as clothing, shelter, rugs, etc.
	• "Preserved and Stored" - quantity is being preserved,
	maintained, and stored for future marketing or processing
	"Sold as Feeders to Lamb Buyer" - quantity is being sold as
	feeder lambs to a feeder lamb buyer; the quantity of unshorn
	pelts is ineligible.
Date Commodity was	Enter the date by either:
S/F/D	
	entering the date in MM/DD/YY format
	• clicking the "Calendar" icon.
Share of Crop (Count)	Allows user to enter the producer's share of the unshorn pelts as a
	count.

13 Farm Stored Quantity after LDP Entry

13.1 Overview

After completion of the "Farm Stored Location Screen", the user will be returned to the "Farm Stored Quantity Screen" to allow users to review the LDP entry.

13.2 Example of Farm Stored Quantity Screen after LDP Entry



13.3 Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Farm Stored Quantiy Screen after LDP entry of a Storage Location. Please begin at "Storage Locations" section of the screen.

Field/Button	Description/Action
State	Displays the State location of stored LDP commodity.
County	Displays the County location of stored LDP commodity.
Requested Quantity	Displays the quantity of requested LDP.
Quantity Adjustment	Deductions related to quality factors if required.
Net Requested Quantity	Displays the net Quantity of LDP request.
LDP Rate	Displays the calculated LDP Rate per unit of measure.
Calculated Payment	Displays the LDP Calculated payment for this individual
	request.
Action/Edit	Clicking "Edit" will return to the "Farm Stored Location
	Screen" and allow the user to:
	Edit and "Save" the LDP line item entry and return to the
	Farm Stored Quantity Screen
	"Delete" the Storage Location line entry and return to the
	Farm Stored Quantity Screen

	"Cancel" the edit action and return to the Farm Stored Quantity Screen.
Add Storage	This button allows user to return to the "Farm Stored Location Screen" and add another storage location and quantity for an additional LDP.
	Note: Once the Total Requested Quantity equals the Total Available Quantity, additional LDPs will not be approved.
Total Available Quantity	Displays the Total Available Quantity for the selected producer as determined by the Reasonable Quantity Management System (RQMS) and the local FSA Office.
Total Requested Quantity	Displays the total of all requested LDPs for the commodity and year.
Total Calculated Payment	Total calculated LDP payments of all requests filed for the commodity and year.
Cancel	Cancels the LDP and returns to Producer Overview Screen.
Continue	Displays the "LDP Application Summary Screen".

14 LDP Application Summary Screen

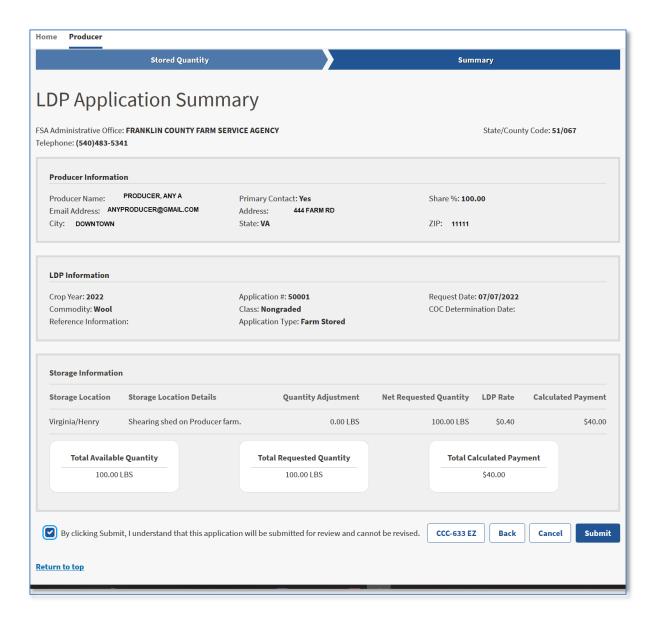
14.1 Overview

The LDP Application Summary screen displays all information entered for the LDP. Producer information, LDP Information, and Storage Information. The producer will electronically sign the LDP request and the county office will receive a notification.

Warning: Once a user clicks "Submit" the application request cannot be updated or deleted.

14.2 Example of LDP Application Summary Screen

The following is an example of the LDP Application Summary Screen.



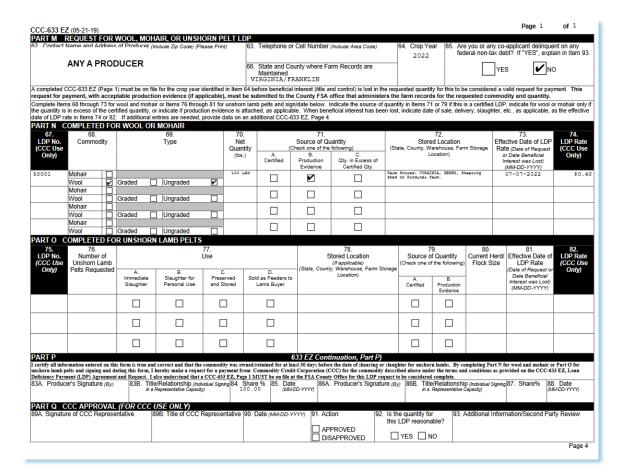
Clicking the CCC-633 EZ button will allow a user to view/print the LDP request. An example is displayed below.

If all information is correct, CLICK the check box and CLICK "Submit". Understand that once submitted, this LDP request cannot be revised.

Once the LDP Application is Submitted, the user will be returned to the Producer Overview Screen.

14.4 Example of CCC-633 EZ Page 4

The following is an example of the CCC-633 EZ Page 4.



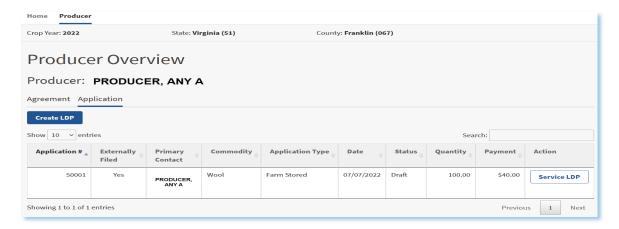
15 Servicing LDP Applications

15.1 Overview

Upon returning to the Producer Overview screen, the user will be able to view all LDP requests. There are limited options for users to service an LDP once it is submitted for approval.

15.2 Example of Service LDP Tab on the Producer Overview Screen

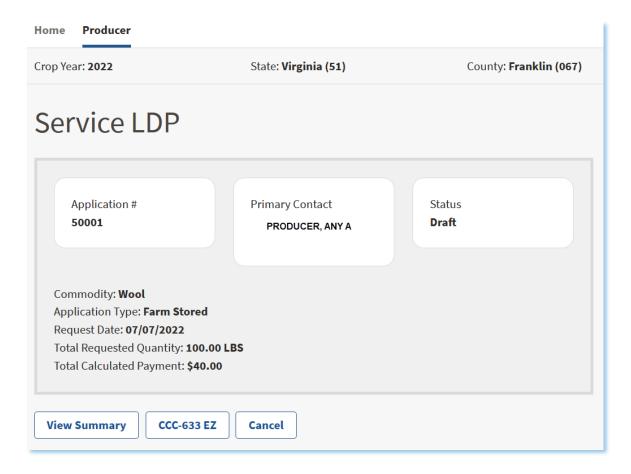
The following is an example of the "Service LDP Tab" on the Producer Overview Screen



On this screen the user can CLICK "Create LDP" to request an LDP for any remaining quantity of the previous commodity or request an LDP for a different commodity. The user can also CLICK Service LDP.

15.4 Example of Service LDP Screen

The following is an Example of the **Service LDP** screen.



15.5 Action

The user does have limited options on this screen which include View Summary, View/Print CCC-633 EZ, and Cancel to return to Producer Overview Screen.

16 Notifications

16.1 County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.

• an online application has been submitted.