**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**For:** State and County Offices

**eLDP Reminders for Crop Year 2014 for All Commodities**

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

# 1 Overview

## A Background

The web-based eLDP system currently supports all functionality for payment processing as what was developed in the legacy APSS.

**Important:** APSS shall **not** be used to process LDP requests unless authorized by the National Office through State Office requests. A password is required to process LDP requests through APSS.

## B Purpose

This notice provides State and County Offices with crop year 2014 eLDP reminders and overviews.

# 2 eLDP Common Procedures

## A COC Maximum Yields and Allocated Percentage

Annually, COC's **must** determine reasonable estimates of yields for each commodity based on crop and weather conditions according to 8-LP, paragraph 230. Both must be entered in APSS according to 12-PS, paragraph 1434.5, and in the web eLDP table according to 15-PS, paragraph 204. Additionally, an allocated percentage must be determined for each commodity to provide the maximum quantity that can be used for eLDP applications. The COC-established maximum yields and allocated percentage **must** be recorded **before** eLDP is processed for a commodity. Both must be entered in APSS according to 12-PS and in the web eLDP table according to 15-PS.

| Disposal Date | Distribution |
|---|---|
| | |
| March 1, 2015 | State Offices; State Offices relay to County Offices |

**2      eLDP Common Procedures (Continued)**

**B   Web Eligibility Service, AGI, and FSA-578**

Currently for the 2014 crop year, LDP payments are **not** automatically restricted by payment limitation, AGI, or eligibility records in the eLDP system.  Additional information will be provided in a forthcoming notice to reconcile any payments issued.

FSA-578 must be completed and certified through the Crop Acreage Reporting System before establishing the customer profile in the eLDP system.  Commodities other than wool, mohair, pelts, and honey are populated directly from the FSA-578 information loaded for an individual producer or joint operation.  If an eligible commodity does **not** populate, the user must first ensure that the FSA-578 information is correct before contacting the National Office for assistance, through the State Specialist.

**Note:**   There may be a delay when crop reporting data is entered before it is accessible through the web eLDP system.

**C   E-Mail Contact**

E-mail addresses for County Office contacts must be updated in eLDP to receive e-mails generated by the following:

- producers processing external applications for payment
- ITSD, ADC
- eLDP system, when COC yields are changed after a payment is issued.

Update the e-mail address according to 15-PS, paragraph 204.  If the County Office e-mail address is used, all employees of that office will receive eLDP-generated e-mails.

**3    Customer Profiles**

**A  Establishing Common Customer Profiles**

A customer profile must be established before processing an application for payment.  eLDP provides the capability to establish common and joint operation profiles.  Common profiles include individual producers, corporations, and all other SCIMS business types except joint operations.  Joint operation profiles are created for entities with the SCIMS business codes of "02", general partnerships of "03", and joint ventures.
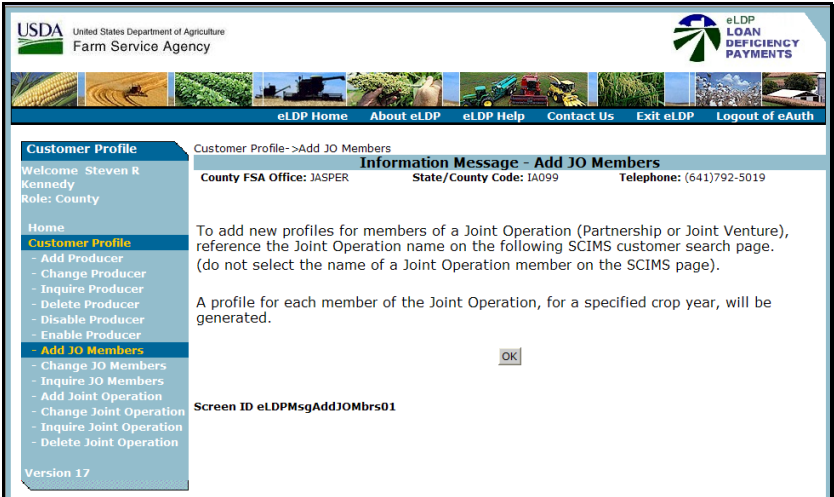
Establish a common customer profile according to the following.

| Step | Action |
|------|--------|
| 1 | On Screen ID eLDPWelcome01, CLICK "Customer Profile". |
| 2 | On Screen ID eLDPCertMain01, CLICK "Add Producer". |
| 3 | On the SCIMS Customer Search Page, select the producer using the applicable search criteria. |
| 4 | Select the applicable customer from the returned SCIMS search results. |
| 5 | On Screen ID ELDPrfAdd01:<br><br>• select the applicable crop year<br>• check (✓) the box to answer if the spot check is required<br>• enter the date CCC-633 EZ, page 1 was filed. |
| 6 | Continue to process the common customer profile on Screen ID eLDPrfAdd02 by selecting the commodity and updating the farm number, reasonable quantity, allocated quantity, and individual yield, as necessary.<br><br>**Note:**  Only the commodities entered on FSA-578 with loaded COC maximum established yields will display under the "Commodity Detail" section.  Honey, wool, mohair, and pelts can be added from this screen.<br><br>CLICK "Submit" to complete the profile. |
| 7 | A summary of the profile will be displayed on Screen ID eLDPrfSum03.  CLICK "Profile Summary as PDF" to generate a PDF version of the profile.  CLICK "OK" to end the process. |

## 3 Customer Profiles (Continued)

### B Establishing Joint Operation Customer Profiles

Establish a profile for a joint operation according to the following.

| Step | Action |
|------|--------|
| 1 | On Screen ID eLDPWelcome01, CLICK "Customer Profile". |
| 2 | On Screen ID eLDPCertMain01, CLICK "Add JO Members". Screen ID eLDPMsgAddJOMbrs01 will be displayed as a reminder to enter the ID of the joint operation and **not** an individual member of the operation.<br><br>The following is an example of Screen ID eLDPMsgAddJOMbrs01.<br><br><br><br>**Note:** Members of joint operations are no longer recorded according to 15-PS, subparagraph 253 A.<br><br>CLICK "OK". |
| 3 | On the SCIMS Customer Search Page, select the joint operation using the applicable search criteria.<br><br>**Note:** Enter the tax ID of the joint operation and **not** the ID of an individual member of the operation. |
| 4 | On Screen ID eLDPAddJOMbr:<br><br>• select the applicable crop year<br>• enter the effective date of the joint operation.<br><br>    **Important:** The eLDP effective date refers to the date in which the profile is active for the crop year and **not** the date on which the operation was created. The effective date must be before the signed CCC-633 EZ, page 1 date. |

**3    Customer Profiles (Continued)**

**B    Establishing Joint Operation Customer Profiles (Continued)**

| Step | Action |
|------|--------|
| 4 (Ctnd) | The following is an example of Screen ID eLDPAddJOMbr.<br><br><br><br>CLICK "OK". |
| 5 | The following is an example of Screen ID eLDPJOAddPercent02.<br><br><br><br>CLICK "Continue". |

**3    Customer Profiles (Continued)**

**B    Establishing Joint Operation Customer Profiles (Continued)**

| Step | Action |
|------|--------|
| 6 | Screen ID eLDPrfAdd01 will begin a series of screens that require individual member level information.<br><br>Check (✓) the box if a spot check is required for this producer.<br><br>**Important:** Pay special attention to the name of the producer in the top left portion of the screen as the spot check selection entered on this screen pertains to that producer **only**.<br><br>Enter the CCC-633 EZ, page 1 date for the operation in the applicable field.<br><br>**Note:** The CCC-633 EZ date must be after the eLDP effective date.<br><br>CLICK "Continue". |
| 7 | Screen ID eLDPrfAdd02 will be displayed. Continue by selecting the commodity and updating the farm number, reasonable quantity, allocated quantity, and individual yield **only** for the producer listed on the screen. Do **not** update the information based on the entire operation.<br><br>**Note:** Only the commodities entered on FSA-578 with loaded COC maximum established yields will display under the "Commodity Detail" section. Honey, wool, mohair (as applicable based on FY eligibility), and pelts can be added from this screen.<br><br>Once the information for the first producer is loaded, CLICK "Next Producer" at the bottom of the screen. |
| 8 | Screens ID eLDPrfAdd01 and ID eLDPrfAdd02 will be redisplayed for the next producer. Check (✓) the spot check requirement and commodity data **only** for the producer listed on the screens. |
| 9 | If there are additional producers, CLICK "Next Producer" to continue loading data on Screens ID eLDPrfAdd01 and ID eLDPrfAdd02.<br><br>Once the required information has been loaded for the last producer, CLICK "Add JO Members" to complete the profile. |
| 10 | On Screen ID eLDPJOMbrSummary01, CLICK "Submit" to create the profile.<br><br>Screen ID eLDPJOMbrSummary01 will be redisplayed. CLICK "JO Members Summary as PDF" to generate a PDF version of the profile. CLICK "OK" to end the process. |

**3    Customer Profiles (Continued)**

**C  Modifying Customer Profiles**

Occasionally, changes must be made to customer profiles.  To edit a previously established customer profile from Screen ID eLDPCertMain01, select the applicable function according to the following.

| Function | Use |
|---|---|
| Change Producer | Modifications can be made to:<br><br>• edit individual yield<br>• add additional crops<br>• delete crops<br>• change reasonable or allocated quantity. |
| Change JO members | Modifications can be made to:<br><br>• edit individual yield<br>• add additional crops<br>• delete crops<br>• change reasonable or allocated quantity. |
| Change Joint Operation | Modifications can be made to:<br><br>• edit member shares<br>• change effective date of a joint operation.<br><br>**Note:**  The shares provided are from entries made to the permitted entity file.  Under normal circumstances, changes are **not** required. |

**3       Customer Profiles (Continued)**

**D   Additional Profile Functions**

Screen ID eLDPCertMain01 will provide brief descriptions of eLDP profile functions.  The available functions are included according to the following.

| Function | Use |
|---|---|
| Inquire Producer | To view details of a common customer profile. |
| Inquire JO Members | To search and view crop information related to member profiles of a joint operation. |
| Inquire Joint Operation | To view details about the shares, effective, or deletion date of a joint operation. |
| Delete Producer | To delete a common customer profile. |
| Delete Joint Operation | To delete a joint operation profile. |
| Disable Producer | To disable a common customer profile.  Contact PSD before using this function. |
| Enable Producer | To enable a common customer profile if it has been previously disabled.  Contact PSD before using this function. |
| Add Joint Operation | To add or activate a new joint operation.  If the operation never existed in eLDP, select this option to ensure that the profile is activated.<br><br>**Note:**  Users will receive a warning message that the operation "already exists in eLDP" if this option is selected for a currently active joint operation. |

**4** **Application Processing**

**A Multiple Producer Applications**

Informal joint operations that do **not** use an employee ID are considered "Multiple Producers". Customer profiles are established at the individual level according to 15-PS, paragraph 252, and applications are processed according to 15-PS, paragraph 322.

**B ACRE Provisions**

ACRE provisions applied to crop years 2008 through 2013 for all commodities except honey, wool, mohair, and pelts. ACRE provisions are **no**t applicable to crop year 2014. The web-based eLDP system will be enhanced to remove the ACRE indicator. Until the enhancement has been released, eLDP users **must** select the "No" radio button to answer the question, "Is the quantity from a farm enrolled in ACRE?"

**Note:** Selecting "Yes" will result in an incorrect reduction to the LDP payment.

The following is an example of a farm-stored LDP application with the ACRE enrollment question selected as "No".