

For: State and County Offices

eLDP Policy Reminder and Workload Update

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Before an eLDP application can be submitted by an applicant, or for an applicant by a County Office, a Customer Profile **must** be established once each crop year in the County Office where eLDP is requested.

Only County Offices can establish and maintain eLDP Customer Profiles. Customer Profiles contain information about:

- the customer and commodity eligibility
- customer payment limitation for eLDP
- customer's (producer's) reasonable production by commodity.

Customer Profiles must be updated over time by the customer's County Office whenever an existing Customer Profile's entries change. Customers are responsible for contacting the County Office when a change to the profile is necessary.

B Purpose

This notice:

- informs State and County Offices of important eLDP policy requirements
- provides information about forthcoming eLDP allowable workload counts.

Disposal Date	Distribution
May 1, 2005	State Offices; State Offices relay to County Offices

Notice LP-1974

2 eLDP Policy Requirements

A CCC-634-E Required for eLDP

All eLDP customers must request eLDP services by completing CCC-634-E according to Notice PS-495. A completed CCC-634-E:

- authorizes County Offices to establish a Customer Profile
- serves as notice to the customer that eLDP's can be submitted from the farm by using a personal computer **if** the customer chooses to do so.

CCC-634-E can be obtained:

- on the web at www.sc.egov.usda.gov
- at USDA Service Centers.

Signed CCC-634-E's can be FAXed to the applicable administrative County Office for completion provided the producer has completed FSA-237 according to 1-CM. County Offices shall notify producers by mail or telephone after the Customer Profile has been established of their option to submit eLDP's from an external site.

B eAuthentication

To file an eLDP application from an external site, customers must have an active USDA eAuthentication Level 2 account. See Notice PS-495, subparagraph 3 B.

An eAuthentication Level 2 account:

- can be initiated by completing the online process for approval at www.eauth.egov.usda.gov
- must be linked to their SCIMS account according to Notice AO-1295.

Note: Also see Notice IRM-357.

3 eLDP Workload Update

A To Be Allowed

Budget Division has updated 12-AO (Rev. 21) workload and work measurement policy and procedure for FY 2005 for eLDP to allow counting:

- eLDP Customer Profiles established by County Offices according to paragraph 1607
- eLDP's processed for customers from the County Office according to paragraphs 1605 and 1606.