

For: FSA Offices

Using Web-Based Eligibility System to Establish eLDP Customer Profiles

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Before establishing Customer Profiles, County Offices answered 7 eligibility questions in Part A, Producer Terms and Conditions, on the eLDP Profile Process Add Producer Screen.

Software enhancements have been made to the eLDP Customer Profile process to eliminate the need for County Offices to manually answer the following eligibility conditions when establishing Customer Profiles:

- Producer is actively engaged
- Producer has an AD-1026 on file
- Producer is in compliance with conservation rules
- Applicant has certified that they are not delinquent on any Federal non tax debt
- Applicant is in compliance with Adjusted Gross Income (AGI) provisions.

The eLDP software enhancements will also address the following additional eligibility conditions:

- Cash Rent Tenant
- Controlled Substance
- Delinquent Debt
- FCIC Fraud
- Foreign Persons.

County Offices will continue to answer the question about whether an acreage report(s) is on file (FSA-578).

When the web-based subsidiary files read an ineligible flag, the Customer Profile process will be halted until the invalid flags have been addressed according to 3-PL, Part 3.

Disposal Date	Distribution
October 1, 2005	All FSA Offices; State Offices relay to County Offices

Notice PS-507

1 Overview (Continued)

A Background (Continued)

When establishing Customer Profiles for the first time, the software will:

- read the web-based subsidiary files when Customer Profiles are established
- list the reasons the producer is ineligible for payment.

B Purpose

This notice provides instructions to County Offices about how the web-based subsidiary files are read when establishing Customer Profiles.

2 Using Web-Based Subsidiary Files to Establish Customer Profiles

A Establishing Customer Profiles

When County Offices have selected a producer to add to the Customer Profile, the following screen will be displayed. After Part A-Terms and Conditions has been completed and "Next" has been selected, the software will then proceed to read the remaining eligibility conditions.

The screenshot shows the 'Profile Process Add Producer' screen in the eLDP system. The header includes 'Farm Service Agency Online' and 'eLDP Profile Process Add Producer'. The navigation bar contains links for 'EForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The main content area displays the following information:

County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019
Producer Name: JOHN SMITH	State: IA	
Address: 100 Main St	Zip: 50208	
City: ANYWHERE	Email Address:	
Tax ID: 123456789	Tax ID Type: S	

Below the producer information, there is a section titled 'Part A - Producer Terms and Conditions (Please check as applicable)'. It includes a checkbox for 'Acreage report(s) on file (FSA-578)', a dropdown menu for 'Crop Year', and a checkbox for 'Spotcheck is required for this producer.'. At the bottom of this section are 'Next', 'Cancel', and 'Help' buttons.

The left sidebar contains a navigation menu with the following items:

- Home
- + Application
 - Customer Profile
 - Add Producer
 - Change Producer
 - Inquire Producer
 - Delete Producer
 - Disable Producer
 - Enable Producer
 - Add Partnership
 - Inquire Partnership
 - Delete Partnership
 - Add Joint Venture
 - Inquire Joint Venture
 - Delete Joint Venture
 - + Reports
 - Sign Off The System

2 Using Web-Based Subsidiary Files to Establish Customer Profiles (Continued)

B Reading Web-Based Subsidiary Files

When establishing Customer Profiles, the Customer Profile reads the following determinations:

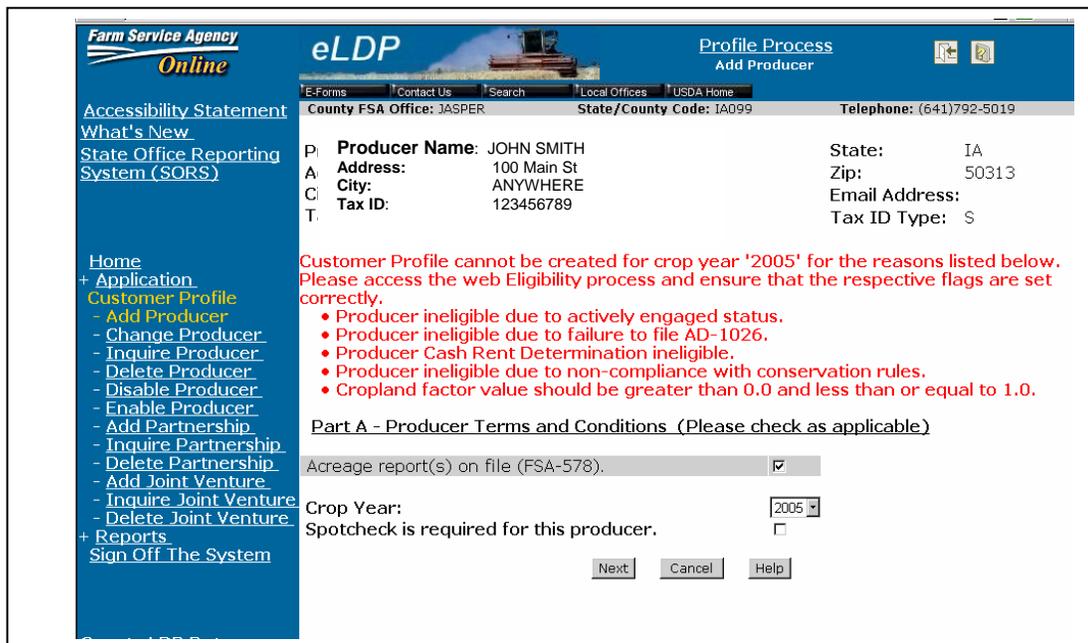
- Producer actively engaged
- Producer has an AD-1026 on file
- Producer is in compliance with conservation rules
- Applicant has certified that they are not delinquent on any Federal non tax debt.
- Cash Rent Tenant
- Controlled Substance
- Delinquent Debt
- FCIC Fraud
- Foreign Persons
- Adjusted Gross Income.

A Customer Profile can be established when **all** aforementioned determinations return eligible conditions according to 3-PL, Part 3.

C Handling Invalid Eligibility Flags

When the Customer Profile returns an invalid determination, the Customer Profile will be displayed with a message outlining the invalid determinations as shown in the following example. County Offices shall follow 3-PL, Part 3 to take corrective actions if the eligibility system is updated incorrectly.

Note: Customer Profiles cannot be established when invalid determinations are present.



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2 Using Web-Based Subsidiary Files to Establish Customer Profiles (Continued)

D Establishing Customer Profiles When “No Farm Association” Is Present

Producers of wool, mohair, pelts, or honey may or may not have a farm association. When a producer of wool, mohair, pelts, or honey is not associated with a farm, “Part A – Producer Terms and Conditions” will be displayed requiring County Offices to manually respond to the eligibility questions.

E Establishing Customer Profiles When Web-Based Subsidiary Files Is Not Available

In the event that the web-based subsidiary file is not available, the Customer Profile process will be displayed with the questions for County Offices to answer manually.