

**For:** FSA State and County Offices

**Additional Updates to eWE Application and Payment Processing Software**

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



**1 Overview**

**A Background**

Notice PS-514:

- provided information about resolving outstanding issues related to the eWE Payment Processing software
- informed State and County Offices about future enhancements.

Additional Software fixes have been developed by the National Office and KC Application Development Center to resolve outstanding eWE application and payment processing issues.

**B Purpose**

This notice provides State and County Offices with information and instructions for the following:

- entry of any remaining applications
- change status functionality
- interim correction process
- web-based eligibility service.

**C Contact**

State Offices shall direct questions about this notice to Shanita Hines, Program Specialist, PSD, Automation Branch by:

- e-mail to **Shanita.Hines@wdc.usda.gov**
- telephone at 202-720-9888.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2006	FSA State Offices; State Offices relay to County Offices

## Notice PS-529

### 2 Entry of Remaining Applications

#### A Missed Applications

Notice PS-514 re-opened eEWE application software to allow Counties Offices to enter all applications that were not entered by the deadline date of January 21, 2005.

#### B County Office Action for any Remaining Applications

For any remaining applications that have not been entered and processed for payment, County Offices shall refer to Notice:

- PS-499 for instructions for accessing eEWE application software and use the “Add Application” function
- PS-502 for instructions on:
  - accessing the eEWE payment software
  - issuing payment for all approved applications.

### 3 Change Status

#### A Applications Remaining in “Pending” and “Approved” Status

Notice PS-514 restored the “Change Status” functionality completely. Currently there are a number of Ewe Lamb Replacement and Retention Payment Program (ELRRPP) applications that remain in a “pending” or “approved” status in the eEWE database.

Upon issuance of this notice, County Offices are advised to resolve:

- “pending” status applications by changing the status to:
  - “approved” to process payment
  - “cancelled” to cancel the application
- “approved” status applications by:
  - further processing the application for payment
  - changing the status to “cancelled” to cancel the application.

**Note:** Applications that have already been paid **will not** be accessible.

## Notice PS-529

### 3 Change Status (Continued)

#### B County Office Action

To resolve the status of all ELRRPP applications that have been entered into the eEWE database, County Offices shall refer to Notice:

- PS-499 for instructions for accessing eEWE application software and use the “Change Status” function
- PS-502 for instructions on:
  - accessing eEWE payment software
  - issuing payment for all approved applications.

### 4 Interim Correction Process

#### A Underpayments and Overpayments

Conditions may exist where an eEWE application was processed for payment, but payment was miscalculated due to 1 of the following:

- eligibility of producer associated with the application (underpayment)
- system miscalculation
- wrong number of ewe lambs (over/underpayment).

Upon issuance of this notice, the “**cancel payment**” function will be restored. County Offices will be allowed to cancel a payment that has been disbursed that will initiate interface with accounting.

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**4 Interim Correction Process (Continued)**

**B County Office Action to Cancel an Existing Payment**

County Offices shall cancel an existing payment according to the following table.

<b>IF conditions exist where...</b>	<b>THEN County Offices shall...</b>
<p>an over or underpayment was disbursed because of producer eligibility</p>	<ul style="list-style-type: none"> <li>• access eWE payment software according to Notice PS-502 and <b>cancel</b> the payment for the applicable application</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Canceling the payment will automatically set the status of the application from “Paid” to “Approved” and trigger the National Payment Service (NPS) to set up a receivable.</p> <ul style="list-style-type: none"> <li>• re-access the now “approved” application and reprocess payment according to producer eligibility.</li> </ul>
<p>a miscalculated payment was disbursed because of incorrect number of head of ewe</p>	<ul style="list-style-type: none"> <li>• access eWE payment software according to Notice PS-502 and <b>cancel</b> the payment for the applicable application</li> </ul> <p style="margin-left: 40px;"><b>Note:</b> Canceling the payment will automatically set the status of the application from “Paid” to “Approved” and trigger NPS to set up a receivable.</p> <ul style="list-style-type: none"> <li>• re-access the now “approved” application and change the status of the application from “Approved” to “Cancelled” according to Notice PS-499</li> <li>• re-enter the application with correct information and process for further payment.</li> </ul>

**Note:** County Offices shall allow 3 workdays for accounting processes to update to NPS if either of these processes is executed. If the receivable is **not** present, **do not** continue the process. Reset the payment for special processing until the receivable is present according to 67-FI.

**C Corrections Relating to Underpayments and Overpayments Already Processed**

County Offices shall use the cancel payment function and add application function as an interim process to correct payment errors. Correction software will be developed and implemented in the future. A future PS notice will be issued when this option becomes available. At that time, County Offices will have the ability to edit the original application data and resubmit the application for re-obligation of funds when the obligated amount is incorrect.

## **Notice PS-529**

### **5 Web-Based Eligibility Service**

#### **A Availability of Web Eligibility Service**

Notice PS-508 informed County Offices that a future enhancement would be provided to update eligibility directly from the new web-based service.

Upon issuance of this notice, eEWE Payment Processing software will read eligibility data entirely from the new web-based eligibility service in real time.