

For: State and County Offices

Establishing and Maintaining eLDP Customer Profiles for Joint Operations

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Before an eLDP application can be processed for joint ventures and partnerships (joint operations), a customer profile for the joint operation must be established.

A joint operation customer profile can only be established **after** all members have a customer profile established.

Customer profiles for members are created each crop year. However, joint operation customer profiles are only established once and are **not** crop year specific.

When a joint operation customer profile is established, the eLDP software reads the current information from the joint operation subsidiary file to determine the members and shares.

Note: If a partnership or joint venture customer profile was established for 2005, that joint operation profile does **not** need to be recreated for 2006, **but** customer profiles for the members must be established for 2006.

B Purpose

This notice provides State and County Offices instructions for:

- establishing customer profiles for joint operations
- maintaining customer profiles for joint operations.

Disposal Date	Distribution
December 1, 2006	State Offices; State Offices relay to County Offices

Notice PS-568

1 Overview (Continued)

C Contact

For questions or situations **not** addressed in this notice, State Offices shall contact Laura Schlote, PSD, by either of the following:

- e-mail at laura.schlote@wdc.usda.gov
- telephone at 202-720-7785.

2 Joint Operation Customer Profiles

A Establishing Joint Operation Customer Profiles

Joint operations are defined as either a partnership or a joint venture using an employer tax ID number.

All joint operations must first be recorded in the joint operations subsidiary file according to 2-PL, Part 7.

Note: Joint ventures that are **not** recorded in the joint operations subsidiary file are processed as a multiple producer application. See 15-PS, paragraph 323.

County Offices shall follow 15-PS:

- paragraph 253, for establishing partnership customer profiles
- paragraph 254, for establishing joint venture customer profiles.

B Maintaining Joint Operation Customer Profiles

After a customer profile has been established for a joint operation, unless there is a change in the joint operation's members or shares, no further action is ever required.

When a joint operation has changed, the joint operation customer profile must be deleted and re-established using the "Add Partnership" or "Add Joint Venture" functions as applicable.

Note: eLDP applications already processed are **not** affected when a joint operation customer profile is deleted.