

For: State and County Offices

Validating Producer Eligibility for eLDP Applications Using Web-Based Subsidiary Service

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

When a customer profile is established eLDP software will validate a producer’s eligibility from reading the web-based subsidiary files. A producer **must** be eligible before a customer profile can be established. Since a producer’s eligibility can change after a customer profile is established, this does **not** ensure that a producer is eligible for benefits at the time an eLDP application is requested.

To ensure against erroneous payments, eLDP software has been enhanced to:

- read a producer’s eligibility when an eLDP application is processed
- provide a new “Administrative” function to record County Office e-mail addresses to enable County Offices to receive the same e-mail messages sent to producers.

B Purpose

This notice informs State and County Offices of instructions for the following:

- enhancements to read the web-based subsidiary files when an eLDP application is processed
- handling eLDP applications when web-based subsidiary service is unavailable.

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.

Disposal Date April 1, 2007	Distribution State Offices; State Offices relay to County Offices
---	---

2 Eligibility and Application Processing

A Reading Web-Based Subsidiary Files

The web-based subsidiary service is a system that contains a producer’s eligibility information. The eLDP software reads the web-based subsidiary service to determine a producer’s eligibility at the time:

- a profile is established
- an eLDP application is processed according to the following table:

IF applications are submitted by...	THEN eligibility will be validated...
County Offices	after the application and crop year are selected.
external producers	when an application is submitted for payment.

eLDP software will read the following web-based subsidiary information according to 3-PL, Part 3 to determine a producer’s eligibility:

- person eligibility
- actively engaged
- cash rent tenant
- permitted entity
- AD-1026
- conservation compliance
- adjusted gross income
- controlled substance
- delinquent debt
- fraud, including FCIC fraud.

When a producer is determined:

- eligible, the eLDP application is processed and sent to the national payment service (NPS) for payment
- ineligible, the eLDP application is:
 - **not** sent to NPS
 - saved for applications submitted by external producers.

Note: County Offices will have the capability to resubmit a “saved” application when the producer’s eligibility status has been revised and has been determined eligible.

2 Eligibility and Application Processing (Continued)

B County Office Processed eLDP Applications for Individuals and Entities

When an application is processed for an individual or entity **and** the eligibility web-based subsidiary service reads an ineligible determination, the eLDP software displays an error message indicating the ineligible condition

Note: The software stops the application from being completed. County Offices shall CLICK “Cancel” to exit the application process.

The following is an example of the message displayed when a producer is ineligible.

The screenshot shows the eLDP web application interface. The header includes 'Farm Service Agency Online' and 'eLDP'. The main navigation bar contains 'E-Forms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The current page is 'Application Process' with the sub-page 'Add Farm Stored'. The page displays the following information:

- County FSA Office: JASPER
- State/County Code: IA099
- Telephone: (641)792-5019
- Producer Name: WILLIAM TALSMAS
- Address: 113 W 18TH ST S
- City: WATSON
- Tax ID: 0781684
- State: IA
- Zip: 50208
- Email Address: fake.email@noisp.none
- Tax ID Type: S

An error message is displayed in red text:

Producer 'WILLIAM TALSMAS' ineligible due to following reasons:
 • Producer ineligible due to person eligibility status: Not Filed.

Below the error message is the 'Part B - Producer Payment Information' section, which includes the following fields:

- Crop Year: 2006
- Commodity: CORN
- Class/Variety/Type: Yellow
- State/County Where Stored: IOWA, JASPER
- Request Date: 2006, July, 17
- COC Approval Date: 2006, October, 4
- Reference Numbers (Max. 3): [Empty fields]

At the bottom of the form are three buttons: 'Next', 'Cancel', and 'Help'.

Notice PS-575

2 Eligibility and Application Processing (Continued)

C County Office Processed eLDP Applications for Joint Operations and Multiple Producer Applications (Except Cotton)

When an application is processed for a joint operation (partnership or joint venture) or for an application with multiple producers **and** the subsidiary web-based subsidiary service reads an ineligible determination for 1 or more producers, the eLDP software displays:

- the specific producer who is ineligible
- an error message indicating the ineligible condition.

Note: The software does **not** stop the application from being completed. The application is allowed to continue; however, there will be a denied market gain based on the ineligible producer's shares.

The following is an example of the message displayed when a member of a joint operation is ineligible.

The screenshot displays the eLDP software interface. On the left is a blue navigation menu with links such as 'Home', 'Application', 'Add Farm Stored', 'Add Field Direct', 'Add Load Summary', 'Add Warehouse Stored', 'Add Cotton', 'Inquire', 'Correct', 'Delete', 'Customer Profile', 'Application Reports', 'Profile Reports', 'Administrative', and 'Sign Off The System'. The main content area shows the following information:

County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019

Producer Name: DAVID TALSMAS State: IA
Address: 8200 W 52ND ST S Zip: 50170
City: Email Address:
Tax ID: J Tax ID Type: S

Producer 'WILLIAM TALSMAS' ineligible due to following reasons:
• Producer ineligible due to person eligibility status: Not Filed.

Part B - Producer Payment Information

Crop Year: 2006
Commodity: BARLEY Class/Variety/Type: Barley
State/County Where Stored: IOWA JASPER

Quantity: Bushels Bin Quantity Calculator (optional)

Stored Location:

Buttons: Add, Change, Delete, Clear

Storage Details

Sel	Quantity(Bushels)	Stored Location
	Total Net Quantity:	0.00 Bushels
	LDP Rate:	\$0.09
	Total Disbursement Amount:	\$0.00
	Associated Farm Numbers:	ALL

Buttons: Submit, Previous, Cancel, Help

D County Office Processed eLDP Cotton Applications for Joint Operations and Multiple Producer Applications

eLDP applications for cotton applications will **not** be allowed to complete if a member of a joint operation is ineligible. Notice CN-1007 addresses cotton eLDP applications with ineligible members of joint operations.

Notice PS-575

2 Eligibility and Application Processing (Continued)

E eLDP Applications Submitted by External Producers

When an application is submitted by an external producer, the eLDP software reads the web-based subsidiary service to determine eligibility **after** the producer clicks “Submit”.

If the web-based subsidiary service determines a producer **ineligible**, the eLDP software will display a message in red that the application has failed. An e-mail will be sent to the producer with additional instructions.

The e-mail to the producer will include the following information:

- date and time of application
- crop year
- commodity and type
- quantity
- type of application (such as farm-stored, field direct, etc)
- reason why the application failed (such as service unavailable, producer ineligible, etc.).

Note: County Offices will also receive a copy of the e-mail if e-mail addresses have been entered according to paragraph 6.

The following is an example of an e-mail message that will be sent to a producer and the County Office when a producer was determined ineligible.

-----Original Message-----

From: E-LDP [<mailto:eldp@dlnt04.fsa.usda.gov>]

Sent: Monday, September 25, 2006 1:32 PM

To: Farmer Brown

Cc: Service Center employees with email addresses in Admin functions of eLDP

Subject: Receipt of Field Direct eLDP Application Number 50196.

Your Field Direct eLDP application (Number 50196), crop year 2006, commodity RICE/Long, quantity 22.00, rate 3.12, amount \$61.10 for County LUBBOCK/TEXAS has been received by FSA on Mon. Sep 25, 2006 at 01:33 PM. Currently your account is in ineligible status according to records from your local Service Center. The eLDP application that was just submitted is currently unpaid and will be held for later submission after your eligibility status is resolved. Please contact your local Service Center as soon as possible for assistance, explaining that your account is reported as ineligible. An email will be forwarded to local Service Center personnel.

Reason For Failure -

Producer ineligible due to person eligibility status: Awaiting Determination.

Notice PS-575

3 When Web-Based Subsidiary Service Is Unavailable

A Processing eLDP Applications

If the web-based subsidiary service is unavailable, the eLDP software will:

- place the applications in a “holding file”
- batch process the applications when the web-based subsidiary service becomes available.

When the web-based subsidiary service becomes available, applications placed in the “holding file” will be re-read to determine eligibility. If producers are:

- eligible, the applications will be sent to NPS for certification and signing; no further action is required by the County Office
- ineligible, the applications will **not** be sent to NPS.

Note: Applications processed by external producers will receive e-mail notifications according to subparagraph 2 C. County Offices will receive a similar e-mail notification.

B Resubmitting Saved Applications

County Offices will be able to re-access and submit eLDP applications for applications submitted by external customers who were originally determined ineligible.

County Offices shall **only** resubmit originally determined ineligible applications when both of the following are true:

- it was determined that the producers were eligible when the application was submitted
- it was determined that the web-based subsidiary files were incorrect.

Notice PS-575

4 Ineligible Determinations

A Handling Joint Operation Applications For Ineligible Members Who Later Become Eligible

County Offices shall use the table below to process eLDP applications for member(s) of a joint operation who were originally denied a market gain due to eligibility conditions.

IF members were originally ineligible because of:	THEN the...	Action
<p>DCIA provisions according to 8-LP, subparagraph 101 B</p> <hr/> <p>County Office error in updating eligibility</p>	<p>member is eligible for the:</p> <ul style="list-style-type: none"> • original quantity • LDP rate in effect of the original request. <p>Note: See 8-LP, Exhibit 8 for additional information and questions and answers about DCIA.</p>	<p>County Offices shall:</p> <ul style="list-style-type: none"> • delete the original eLDP application • process a new application using the same information from the original application <p>Note: Receivables will be established for the members who were originally paid. Re-enter the application only after the receivables appear in Financial Services.</p> <ul style="list-style-type: none"> • enter the system date as the COC approval date. This will ensure that prompt payment interest is not calculated. If prompt payment interest is due on the quantity originally denied, County Offices shall follow 61-FI to issue applicable prompt payment.
<p>all other eligibility conditions</p>	<p>producer is not eligible.</p> <p>Note: Producers who were ineligible when request were made, even though may now be eligible, are never eligible for the original quantity requested.</p>	<p>County Offices shall take no further action.</p>

Notice PS-575

4 Ineligible Determinations (Continued)

B New “Administrative” Function

A new administrative function has been developed to record e-mail addresses of County Office personnel. This new function will allow County Offices to receive the copies of messages that are sent to the producer.

The following is an example of the new Administrative Function option.

The screenshot shows the eLDP County Administrative Function page. The header includes the Farm Service Agency Online logo, the eLDP logo, and the title "County Administrative Function". A navigation bar contains links for E-Forms, Contact Us, Search, Local Offices, and USDA Home. The left sidebar menu includes links for Accessibility Statement, What's New, Home, Application, Customer Profile, Application Reports, Profile Reports, Administrative (highlighted), Email contact entry, and Sign Off The System. The main content area displays the text: "Please select the type of operation from the navigation bar to the left. The types of applications and profile functions are described below." Below this text is a bullet point: "o Email contact entry - To add/change county email address."

County Office users shall enter the:

- CED’s e-mail address as the Primary Email Address
- price support program technicians e-mail address as the Secondary Email Address.

The screenshot shows the eLDP County Administrative Function page with the "Email contact entry" form. The header and navigation bar are the same as in the previous screenshot. The left sidebar menu is also the same. The main content area displays the form with the following fields: "County FSA Office: JASPER", "State/County Code: IA099", and "Telephone: (641)792-5019". Below these fields are the following labels and input fields: "State: IOWA", "County: JASPER", "Primary Email Address: ced.name@st.usda.gov", and "Secondary Email Address: pt.name@st.usda.gov". At the bottom of the form are "Submit" and "Cancel" buttons.