

For: State and County Offices

eLDP Enhancements and Reminders for Crop Year 2010 for All Commodities

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The web-based eLDP system is continuously being enhanced to provide better functionality. The eLDP system has been enhanced to incorporate several software modifications and is available to process crop year 2010 customer profiles and applications for payment. Some of the changes detailed in this notice were released in Web Transmittal No. 223 on October 1, 2010.

Important: APSS shall **not** be used to process LDP requests unless authorized by the National Office through State Office requests.

Note: 12-PS and 15-PS will be amended to incorporate changes in this notice.

B Purpose

The notice informs the field of eLDP:

- reminders for crop year 2010 processing
- software enhancements including:
 - a new screen message to facilitate the creation of joint operation
 - eligibility enhancements for cotton eLDP applications
 - changes to application processing related to SCIMS or subsidiary information provided at profile establishment.

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2 eLDP Common Procedures

A Subsidiary File and FSA-578

Before a customer profile or eLDP application can be recorded, customer and commodity eligibility must be determined according to 8-LP. As a result, all subsidiary information must be recorded and FSA-578 must be completed and certified before establishing the customer profile in the eLDP system.

Commodities other than wool, mohair, pelts, and honey are populated directly from the FSA-578 information loaded for an individual producer or joint operation. If an eligible commodity does **not** populate, the user must first ensure that the FSA-578 information is correct before contacting the National Office for assistance, through the State Specialist.

Notes: FSA-578 crop data entered through the System 36 may take 2 to 3 workdays before it is accessible through the web eLDP system.

The "AGI-Commodity Programs" flag **must** be updated **before** payment can be issued.

LDP payments are no longer restricted by payment limitation.

If compliance-related error messages are displayed during establishment of a customer profile, the user must first check the customer's subsidiary information to ensure that all eligibility criteria is accurate. If the problem remains, the State Specialist shall contact the National Help Desk at 1-800-255-2434.

B COC Maximum Yields and Allocated Percentage

Annually, COC's **must** determine reasonable estimates of yields for each commodity based on crop and weather conditions. Additionally, an allocated percentage must be determined for each commodity to provide the maximum quantity that can be used for eLDP applications. The COC-established maximum yields and allocated percentage **must** be recorded **before** eLDP is processed for a commodity. Both must be entered in APSS according to 12-PS and in the web eLDP table according to 15-PS.

C E-Mail Contact

E-mail addresses for County Office contacts must be updated in eLDP to receive e-mails generated by:

- producers processing external applications for payment
- ITSD, ADC
- eLDP system (when COC yields are changed after a payment is issued).

To update the e-mail address, follow 15-PS, paragraph 204. If the county e-mail address is used, all employees of that office will receive eLDP-generated e-mails.

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3 Customer Profiles

A Establishing Common Customer Profiles

A customer profile must be established before processing an application for payment. eLDP provides the capability to establish common and joint operation profiles. Common profiles include individual producers, corporations, and all other SCIMS business types except joint operations. Joint operation profiles are created for entities with the SCIMS business codes of “02”, general partnerships and “03”, joint ventures.

Establish a common customer profile according to this table.

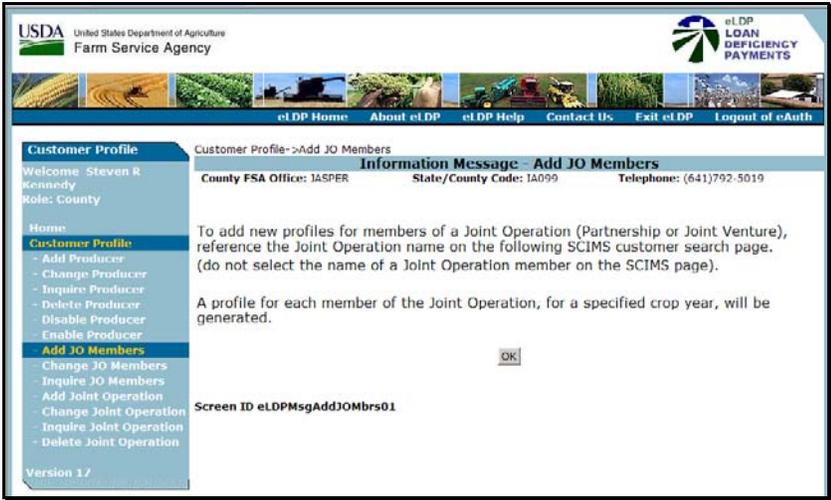
Step	Action
1	On Screen ID eLDPWelcome01, CLICK “Customer Profile”.
2	On Screen ID eLDPCertMain01, CLICK “Add Producer”.
3	On the SCIMS Customer Search page, select the producer using the applicable search criteria.
4	Select the applicable customer from the returned SCIMS search results.
5	On Screen ID ELDPPrfAdd01: <ul style="list-style-type: none">• select the applicable crop year• CHECK (✓) the box to answer if spot check is required• enter the date CCC-633 EZ, page 1 was filed.
6	Continue to process the common customer profile on Screen ID eLDPPrfAdd02 by selecting the commodity, updating the farm number, reasonable and allocated quantity, and the individual yield, as necessary. Note: Only the commodities entered on FSA-578 with loaded COC maximum established yields will appear under the “Commodity Detail” section. Honey, wool, mohair, and pelts can be added from this screen. CLICK “Submit” to complete the profile.
7	A summary of the profile is provided on Screen ID eLDPPrfSum03. CLICK “Profile Summary as PDF” to generate a PDF version of the profile. CLICK “OK” to end the process.

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3 Customer Profiles

B Establishing Joint Operation Customer Profiles

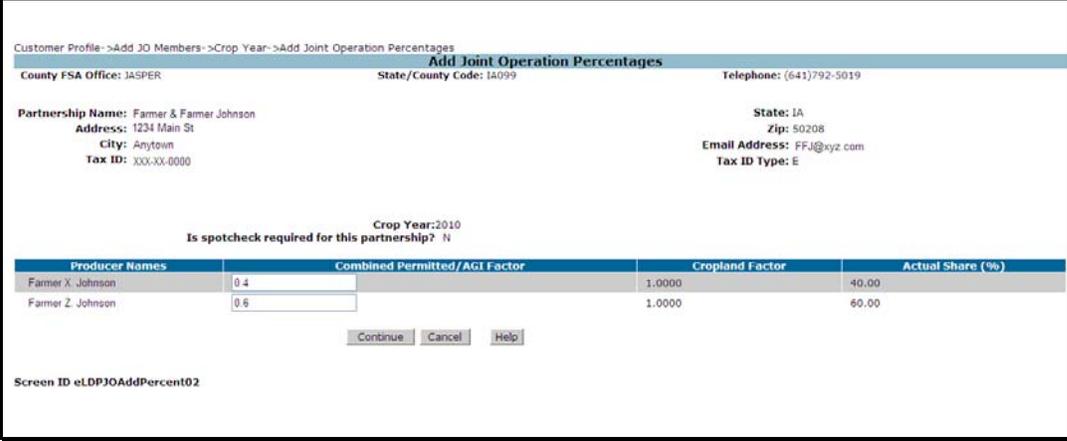
Establish a profile for a joint operation according to this table.

Step	Action
1	On Screen ID eLDPWelcome01, CLICK “Customer Profile”.
2	<p>On Screen ID eLDP CertMain01, CLICK “Add JO Members”. Screen ID eLDPMsgAddJOMbrs01 will be displayed as a reminder to enter the ID of the joint operation and not an individual member of the operation.</p> <p>This is an example of the reminder message:</p>  <p>Note: Members of joint operations are no longer recorded according to 15-PS, subparagraph 253 A.</p> <p>CLICK “OK”.</p>
3	<p>On the SCIMS Customer Search Page, select the joint operation using the applicable search criteria.</p> <p>Note: Enter the tax ID of the joint operation and not the ID of an individual member of the operation.</p>
4	<p>On Screen ID eLDPAddJOMbr:</p> <ul style="list-style-type: none"> • select the applicable crop year • enter the effective date of the joint operation. <p>Important: The eLDP effective date refers to the date in which the profile is active for the crop year and not the date on which the operation was created. The effective date must be before the signed CCC-633 EZ, page 1 date.</p>

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3 Customer Profiles (Continued)

B Establishing Joint Operation Customer Profiles (Continued)

Step	Action												
<p>4 (ctnd)</p>	<p>This is an example of Screen ID eLDPAddJOMbr:</p>  <p>The screenshot shows a form titled "Customer Profile ->Add JO Members->Crop Year". It includes fields for County FSA Office (JASPER), State/County Code (IA099), Telephone ((641)792-5019), Partnership Name (Farmer & Farmer Johnson), Address (1234 Main St), City (Anytown), Tax ID (XXX-XX-0000), State (IA), Zip (50208), Email Address (FFJ@xyz.com), and Tax ID Type (E). There are dropdown menus for Crop Year (2010) and Effective Date (2010, January, 1). Buttons for OK, Cancel, and Help are at the bottom.</p> <p>Screen ID eLDPAddJOMbr</p> <p>CLICK "OK".</p>												
<p>5</p>	<p>On Screen ID eLDPJOAddPercent02, review the "Combined Permitted/AGI Factor" to ensure that the values in those fields match the shares of the operation. The values in the "Combined Permitted/AGI Factor" column are populated by what has been previously loaded in the "Permitted Entity and Subsidiary" files. If the shares do not match review the information loaded in the "Permitted Entity and Subsidiary" files.</p> <p>This is an example of Screen ID eLDPJOAddPercent02:</p>  <p>The screenshot shows a form titled "Customer Profile ->Add JO Members->Crop Year->Add Joint Operation Percentages". It includes fields for County FSA Office (JASPER), State/County Code (IA099), Telephone ((641)792-5019), Partnership Name (Farmer & Farmer Johnson), Address (1234 Main St), City (Anytown), Tax ID (XXX-XX-0000), State (IA), Zip (50208), Email Address (FFJ@xyz.com), and Tax ID Type (E). A question "Is spotcheck required for this partnership?" is answered "N". Below is a table with columns: Producer Names, Combined Permitted/AGI Factor, Cropland Factor, and Actual Share (%).</p> <table border="1" data-bbox="435 1583 1479 1640"> <thead> <tr> <th>Producer Names</th> <th>Combined Permitted/AGI Factor</th> <th>Cropland Factor</th> <th>Actual Share (%)</th> </tr> </thead> <tbody> <tr> <td>Farmer X Johnson</td> <td>0.4</td> <td>1.0000</td> <td>40.00</td> </tr> <tr> <td>Farmer Z Johnson</td> <td>0.6</td> <td>1.0000</td> <td>60.00</td> </tr> </tbody> </table> <p>Buttons for Continue, Cancel, and Help are at the bottom.</p> <p>Screen ID eLDPJOAddPercent02</p> <p>CLICK "Continue".</p>	Producer Names	Combined Permitted/AGI Factor	Cropland Factor	Actual Share (%)	Farmer X Johnson	0.4	1.0000	40.00	Farmer Z Johnson	0.6	1.0000	60.00
Producer Names	Combined Permitted/AGI Factor	Cropland Factor	Actual Share (%)										
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3 Customer Profiles (Continued)

B Establishing Joint Operation Customer Profiles (Continued)

Step	Action
6	<p>Screen ID eLDPrfAdd01 begins the series of screens that require individual member level information.</p> <p>Check (✓) the box if a spotcheck is required for this producer.</p> <p>Important: Pay special attention to the name of the producer in the top left portion of the screen as the spotcheck selection entered on this screen pertains to that producer only.</p> <p>Enter CCC-633 EZ, page 1 date for the operation in the applicable field.</p> <p>Note: The CCC-633 EZ date must be after the eLDP effective date.</p> <p>CLICK “Continue”.</p>
7	<p>Screen ID eLDPrfAdd02 will be displayed. Continue by selecting the commodity, updating the farm number, reasonable and allocated quantity, and the individual yield only for the producer listed on the screen. Do not update the information based on the entire operation.</p> <p>Note: Only the commodities entered on FSA-578 with loaded COC maximum established yields will appear under the “Commodity Detail” section. Honey, wool, mohair, and pelts can be added from this screen.</p> <p>Once the information for the first producer is loaded, CLICK “Next Producer” at the bottom of the screen.</p>
8	<p>Screen ID eLDPrfAdd01 and Screen ID eLDPrfAdd02 will be redisplayed for the next producer. CHECK (✓) the spotcheck requirement and commodity data only for the producer listed on the screens.</p>
9	<p>If there are additional producers CLICK “Next Producer” to continue loading data on Screen ID eLDPrfAdd01 and Screen ID eLDPrfAdd02.</p> <p>Once the required information has been loaded for the last producer, CLICK “Add JO Members” to complete the profile.</p>
10	<p>On Screen ID eLDPJOMbrSummary01. CLICK “Submit” to create the profile.</p> <p>Screen ID eLDPJOMbrSummary01 is redisplayed. CLICK “JO Members Summary as PDF” to generate a PDF version of the profile. CLICK “OK” to end the process.</p>

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3 Customer Profiles (Continued)

C Modifying Customer Profiles

Occasionally, changes must be made to customer profiles. To edit a previously established customer profile, from Screen ID eLDPCertMain01 select the applicable function according to this table.

Function	Definition/Use
Change Producer	Modifications can be made to: <ul style="list-style-type: none">• edit individual yield• add additional crops• delete crops• change reasonable or allocated quantity.
Change JO members	Modifications can be made to: <ul style="list-style-type: none">• edit individual yield• add additional crops• delete crops• change reasonable or allocated quantity.
Change Joint Operation	Modifications can be made to: <ul style="list-style-type: none">• edit member shares• change effective date of a joint operation. <p>Note: The shares provided are from entries made to the permitted entity file. Under normal circumstances, changes are not required.</p>

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3 Customer Profiles (Continued)

D Additional Profile Functions

Screen ID eLDPcertMain01 provides brief descriptions of eLDP profile functions. The available functions are included in the following table.

Function	Definition/Use
Inquire Producer	To view details of a common customer profile.
Inquire JO Members	To search and view crop information related to member profiles of a joint operation.
Inquire Joint Operation	To view details about the shares, effective, or deletion date of a joint operation.
Delete Producer	To delete a common customer profile.
Delete Joint Operation	To delete a joint operation profile.
Disable Producer	To disable a common customer profile. Contact PSD before using this function.
Enable Producer	To enable a common customer profile if it has been previously disabled. Contact PSD before using this function.
Add Joint Operation	To add/activate a new joint operation. If the operation never existed in eLDP, select this option to ensure that the profile is activated. Note: Users will receive a warning message that the operation “already exists in eLDP” if this option is selected for a currently active joint operation.

4 Application Processing

A Multiple Producer Applications

Joint operations that do **not** use an employee ID are considered “Multiple Producers”. Customer profiles are established at the individual level according to 15-PS, paragraph 252, and applications are processed according to 15-PS, paragraph 322.

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4 Application Processing (Continued)

B Acreage Crop Reduction Election (ACRE)

ACRE provisions are applicable to the loan rate used to determine LDP benefits for all commodities **except** wool, mohair, unshorn pelts, and honey. If a customer with production from a farm enrolled in ACRE applies for eLDP, the loan rate of that eLDP shall be reduced by 30 percent.

To process applications for a customer with a farm enrolled in ACRE, the user **must** indicate that eLDP comes from an ACRE farm by selecting the applicable radio button to answer the question, "Is the quantity from a farm enrolled in ACRE?"

This is an example of a farm-stored LDP application with the ACRE enrollment question.

Part B - Producer Payment Information

Crop Year: 2010

Commodity: CHICKPEAS Class/Variety/Type:

State/County Where Stored: IOWA JASPER

Request Date: 2010 July 20

COC Approval Date: 2010 July 20

Is this a certified eLDP?: Yes No

Is the quantity from a farm enrolled in ACRE?: Yes No

Reference Numbers (Max. 3):

The eLDP application summary screen will show the ACRE enrollment status and the reduction because of ACRE, as applicable.

Crop Year: 2010
 Commodity: CORN
 State/County where delivered: IOWA/JASPER
 Requested Date: 06/01/2010 12:00 AM
 Certification Date: 06/09/2010
 Confirmation#: 9730043
 Quantity Balance: 21,583.00
 Share of Crop (%): 100.00
 Is the quantity from a farm enrolled in ACRE?: Yes

eLDP Number: 50044
 Class/Variety/Type: Yellow
 638EZ Date Filed: 05/30/2010
 Disbursement Date: 07/16/2010 09:53 AM
 Confirmation Date: 07/16/2010 12:22 PM

Summary Quantity Information

Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity (Bushels)	LDP Rate	Amount
06/01/2010	10.00	0.00	10.00	0.09	0.90
05/25/2010	20.00	0.00	20.00	0.00	0.00
05/26/2010	10.00	0.00	10.00	0.00	0.00
05/27/2010	30.00	0.00	30.00	0.04	1.20
Total Quantity: 70.00 Bushels Total Gross Quantity: 70.00 Bushels Average LDP Rate: \$0.03 Reduction Due To ACRE: \$12.40 Total Disbursement Amount: \$2.10 Associated Farm Numbers: 0002160,0004040,0004591,0004775					

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4 Application Processing (Continued)

C Payments Issued to Acre Enrolled Farms Without Reduction

If an eLDP payment is processed for an ACRE-enrolled farm without the 30 percent loan rate reduction, County Offices **must**:

- cancel the original payment to create a receivable
- reissue a new eLDP with the ACRE reduction
- offset the proceeds of the new eLDP to the receivable.

Note: The producer is responsible for any remaining balance due as a result of an eLDP corrected to reflect the ACRE reduction.

5 eLDP Changes for SCIMS Errors and Ineligible Conditions

A Software Enhancements

Previously, the SCIMS record information read during payment processing had to match what was established at profile creation. Complications arose because the crop year of commodities is not in sync with fiscal or calendar year. To process applications with mismatch SCIMS information, County Office personnel would change the information to match what was in the system during profile creation. This action would reverse DCP contracts creating receivables.

Additionally, cotton eLDP payments were not allocated based on individual eligibility for members of a joint operation. If a joint operation previously applied for a cotton eLDP payment, all members had to be eligible to receive payment. eLDP software has been enhanced to allow only the eligible share of the cotton eLDP request to be paid to the operation.

eLDP software has been enhanced to allow payment processing without the need to change SCIMS or subsidiary files.

B Profile and Application SCIMS Mismatch

eLDP software sorts profile application and processing into 2 categories, non-joint operations and joint operations. eLDP will allow applications to be processed if the business type code remains in the same category.

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5 eLDP Changes for SCIMS Errors and Ineligible Conditions (Continued)

B Profile and Application SCIMS Mismatch (Continued)

If a payment is requested for a profile previously established in eLDP and the SCIMS record does not match the profile in eLDP, the software will follow the guidelines provided in this table.

IF a profile is created as a...	AND the record returned by SCIMS during payment processing is a...	THEN eLDP shall...
non-joint operation	non-joint operation	ignore the mismatch and pay the application.
joint operation	joint operation	
non-joint operation	joint operation	prompt user with an appropriate message as indicated in subparagraph C.
joint operation	non-joint operation	

Example: A profile was created for a general partnership, business type “02”, with the ID 12-3456789. The SCIMS record was later changed to show that the business type was “03”, joint venture with the same ID number.

In the past the profile had to be deleted and re-entered with the updated information or the SCIMS record was changed to match the original business type.

Now eLDP will ignore the mismatch because the profile and application are for business types of the same joint operation category.

C Previously Deleted Profile

During the same crop year, if a profile was previously created for one business type category but later deleted and re-entered as another business type category, eLDP will follow the guidelines provided in this table.

IF the current profile exists in eLDP as a...	AND a previously deleted profile was established as a...	THEN the eLDP system will pay the application if the request date...	OR the eLDP system will not pay the application and prompt the user that the business type codes do not match if the request date is...
non-joint operation and SCIMS provides the business types as a joint operation	joint operation	falls between the effective date and deleted date of the original joint operation profile	before the effective date or after the deleted date of the original joint operation profile.
joint operation and SCIMS provides the business types as a non-joint operation	non-joint operation	is before the effective date of the joint operation	after the delete date of the original profile.

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5 eLDP Changes for SCIMS Errors and Ineligible Conditions (Continued)

D Processing Customer Profiles or Issuing Payments When Ineligible Condition Occur

The eLDP system now prompts users as indicated in this table when a program or AGI eligibility item is returned as ineligible.

IF the SCIMS business type is a...	THEN the eLDP system will...
non-joint operation	display an error message that the specific condition is ineligible and that the profile cannot be established nor payment issued until the condition is resolved by the County Office.
joint operation, when at least 1 member of the operation is eligible	<ul style="list-style-type: none"> • display an error message at profile establishment that the: <ul style="list-style-type: none"> • specific condition is ineligible and list the applicable ineligible member • profile shall be created but the portion of the payment for the ineligible member cannot be processed until the condition is resolved by the County Office • display an error message at application processing: <ul style="list-style-type: none"> • with an error message that a specific condition is ineligible and list the applicable ineligible member • that the portion of the payment for the ineligible member cannot be processed until the condition is resolved by the County Office. <p>Important: eLDP will pay the reduced share of the application for the member that is eligible.</p>
joint operation, when all members are ineligible	display an error message that the profile cannot be established nor payment issued until the condition is resolved by the County Office.

Important: Profile establishment and payment processing for cotton shall be handled in the same manner as all other commodities. If a joint operation applies for an eLDP payment and 1 or more member is ineligible, all bales on the application will receive a reduced benefit based on the ineligible share of the operation. The eLDP system shall display the denied benefit of the ineligible members – all bales shall be allocated in COPS in the same manner as if all of the members were eligible. Refer to 7-CN for cotton specific eLDP procedures.

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5 eLDP Changes for SCIMS Errors and Ineligible Conditions (Continued)

E Processing eLDP Applications When Ineligible Conditions Occur for Externally Submitted Applications

When a customer externally submits an eLDP application for payment, eLDP software shall check both the Eligibility and AGI Web Service to determine eligibility **after** the producer clicks “Submit”.

If the Eligibility or AGI Web Service determines that a producer is **ineligible**, eLDP software shall display an error message that:

- the application has failed
- an e-mail is being sent to the producer with additional instructions.

The system will also:

- send an e-mail to the producer that the application has failed
- instruct the producer to:
 - print the e-mail that the application has failed
 - contact the County Office as soon as possible
 - submit the e-mail to the County Office for verification that the application failed.

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 (that is, farm stored, field direct, etc)
- reason why the application failed (that is, service unavailable, producer ineligible).