

For: State and County Offices

Processing Graze-Out Applications in eLDP

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Application processing for Graze-Out is no longer available through APSS. Graze-Out functionality was moved to the web-based eLDP system in Web Transmittal 225 that was released on June 1, 2011. Policy for issuing Graze-Out applications is provided in 8-LP, Part 11. A completed CCC-633 GRAZING must be on file in the County Office before payment is entered in the new Graze-Out Software.

B Purpose

This notice provides State and County Offices with instructions for processing Graze-Out applications through the web-based eLDP system.

C Contact

For questions about this notice, State Offices shall contact Shayla Watson, PSD, by either of the following:

- e-mail to shayla.watson@wdc.usda.gov
- telephone at 202-690-0013.

Disposal Date	Distribution
December 1, 2011	State Offices; State Offices relay to County Offices

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2 Processing Graze-Out Applications

A CCC-633 GRAZING and Funds Request

CCC-633 GRAZING **must** be completed and signed **before** a Graze-Out application is entered in the Graze-Out software.

After the payment is calculated according to CCC-633 GRAZING, State Offices shall send an e-mail to DeAnn Allen, PSD, at deann.allen@wdc.usda.gov, identifying the county and amount of funding needed to process the application.

PSD will provide notification that the funds are available and the application can be processed.

Important: Graze-Out benefits shall be reduced if the producer applying for a graze-out benefit has elected ACRE on the farm from which the commodity was produced. Determine the effective ACRE payment rate posted by State and County Offices according to the following:

- access the Price Support Daily LDP Rates web site located at www.fsa.usda.gov/FSA/displayLDPRates?area=home&subject=prsu&topic=ldp-ldp
- after the “State”, “County”, and “Crop Year” is selected, CLICK “Submit”.

The rates will be displayed in the column titled, “Effective ACRE LDP Rate”.

Note: The Graze-Out payment rate is **the rate in effect on the day a completed CCC-633 GRAZING is received** in the FSA administrative County Office.

B Accessing Graze-Out Software

To access the Graze-Out software through the eLDP web site, County Office users shall:

- go to the FSA Intranet FSA Applications Page at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html
- CLICK “eLDP - Electronic Loan Deficiency Payments”.

County Office users shall enter the appropriate user ID and password to gain eAuthentication access.

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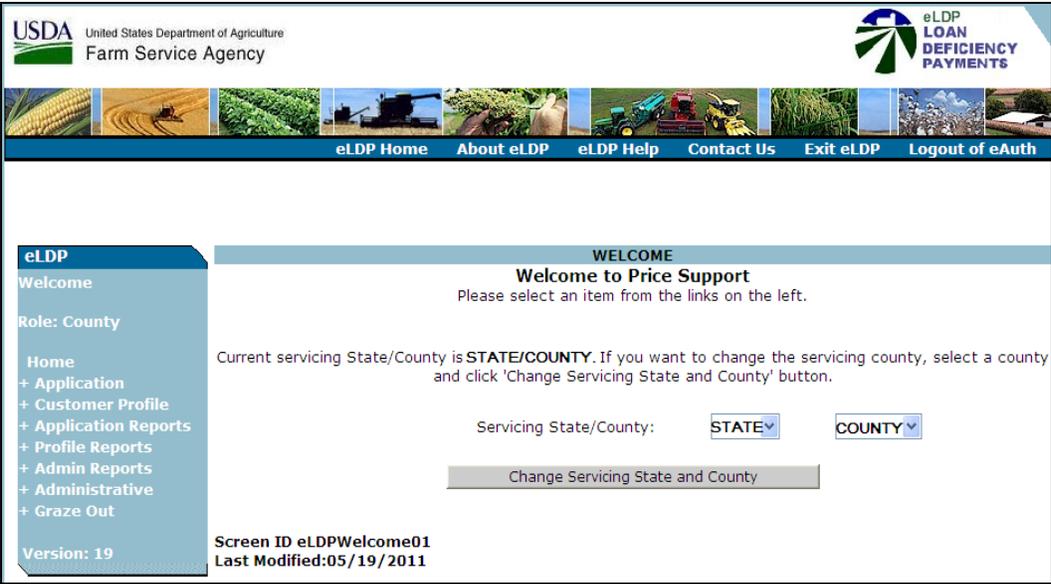
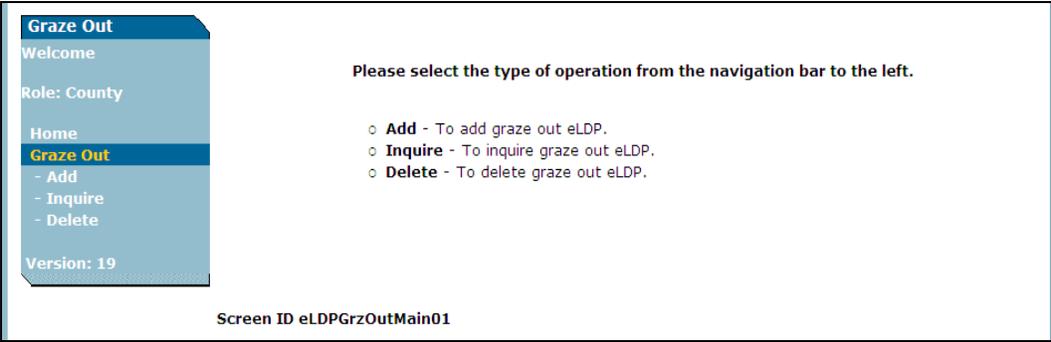
2 Processing Graze-Out Applications (Continued)

C Adding an Application

County Office users shall add Graze-Out applications according to the instructions provided in the following table.

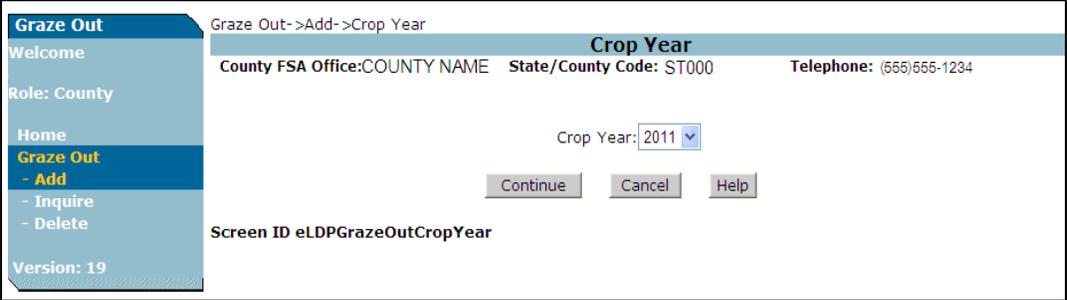
Note: Graze-Out software does **not** use customer profiles.

Important: E-funds **must** be requested and notification of receipt provided **before** an application is created according to subparagraph A.

Step	Action
1	<p>On Screen ID eLDPWelcome01, CLICK “Graze Out” from the menu on the left.</p> 
2	<p>On Screen ID eLDPGrzOutMain01, CLICK “Add”.</p> 

2 Processing Graze-Out Applications (Continued)

C Adding an Application (Continued)

Step	Action
3	<p>Select the crop year on Screen ID eLDPGrazeOutCropYear from the drop-down menu. This is an example of Screen ID eLDPGrazeOutCropYear.</p>  <p>CLICK “Continue”.</p>
4	<p>After user has selected the appropriate crop year, user will be prompted to select producers using SCIMS. After appropriate producers are selected, the names will be displayed on Screen ID grzOutAddPrdrList01. CHECK (✓) the box next to the desired producer as illustrated in the following screen.</p>  <p>CLICK “Continue”.</p> <p>Note: Users have the ability to add multiple producers on an application by clicking “Add Producer ID” before clicking “Continue”. Select the additional producers through SCIMS. To include multiple producers on an application, check the box next to each name after all names are listed and then CLICK “Continue”.</p>

2 Processing Graze-Out Applications (Continued)

C Adding an Application (Continued)

Step	Action
5	<p>On Screen ID grzOutApplLoc01, from the drop-down menus, select the following:</p> <ul style="list-style-type: none"> • “Commodity” • “Class/Variety/Type” • “State/County” • “Request Date” • “COC Approval Date” • ACRE status (“Yes” or “No”). <p>Manually enter the following:</p> <ul style="list-style-type: none"> • “Commodity Yield” • up to 3 reference numbers (these can be farm numbers). <div data-bbox="391 890 1443 1556" style="border: 1px solid black; padding: 10px;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2011</p> <p>Commodity: <input type="text" value="WHEAT"/> Class/Variety/Type: <input type="text" value="Hard Red Spring"/></p> <p>State/County: <input type="text" value="STATE"/> <input type="text" value="COUNTY NAME"/></p> <p>Request Date: <input type="text" value="2011"/> <input type="text" value="May"/> <input type="text" value="23"/> <input type="text"/></p> <p>COC Approval Date: <input type="text" value="2011"/> <input type="text" value="May"/> <input type="text" value="23"/> <input type="text"/></p> <p>Is the quantity from a farm enrolled in ACRE?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Commodity Yield: <input type="text" value="50"/></p> <p>Reference Numbers (Max. 3): <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p>Screen ID grzOutApplLoc01</p> </div> <p>CLICK “Continue”.</p>

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2 Processing Graze-Out Applications (Continued)

C Adding an Application (Continued)

Step	Action																				
6	<p data-bbox="384 365 1401 506">Screen ID grzOutApplPayInfo02 will be displayed with the commodity information previously entered. Ensure that this information is correct before continuing. If the information is incorrect, CLICK “Back” at the bottom of the screen.</p> <div data-bbox="391 543 1446 1255" style="border: 1px solid black; padding: 10px;"> <p data-bbox="410 579 768 602">Part B - Producer Payment Information</p> <p data-bbox="670 615 808 636">Crop Year: 2011</p> <p data-bbox="654 642 833 663">Commodity: WHEAT</p> <p data-bbox="1097 642 1422 663">Class/Variety/Type: Hard Red Spring</p> <p data-bbox="634 669 951 690">State/County: STATE/COUNTY NAME</p> <p data-bbox="638 697 850 718">Request Date: 05/23/2011</p> <p data-bbox="1105 697 1369 718">COC Approval Date: 05/23/2011</p> <p data-bbox="500 724 768 745">Reference Numbers (Max. 3):</p> <p data-bbox="418 751 792 793">Is the quantity from a farm enrolled in ACRE?: No</p> <p data-bbox="605 800 792 821">Commodity Yield: 50</p> <p data-bbox="638 869 797 890">Acres: <input data-bbox="695 863 797 894" type="text"/></p> <p data-bbox="743 905 1105 926"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <p data-bbox="407 963 756 989">Graze Out Quantity Information</p> <table border="1" data-bbox="407 993 1442 1020"> <thead> <tr> <th>Sel</th> <th>Acres</th> <th>Commodity Yield</th> <th>Quantity(Bushels)</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="748 1056 1027 1077">Total Net Quantity: 0.00 Bushels</td> </tr> <tr> <td colspan="4" data-bbox="870 1083 971 1104">Rate: \$0.88</td> </tr> <tr> <td colspan="4" data-bbox="662 1110 971 1131">Total Disbursement Amount: \$0.00</td> </tr> <tr> <td colspan="4" data-bbox="760 1146 1105 1167"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </td> </tr> </tbody> </table> <p data-bbox="407 1230 695 1251">Screen ID grzOutApplPayInfo02</p> </div> <p data-bbox="384 1299 1138 1333">Enter the number of acres for payment and CLICK “Add”.</p>	Sel	Acres	Commodity Yield	Quantity(Bushels)	Total Net Quantity: 0.00 Bushels				Rate: \$0.88				Total Disbursement Amount: \$0.00				<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			
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2 Processing Graze-Out Applications (Continued)

C Adding an Application (Continued)

Step	Action																
7	<p data-bbox="386 363 1409 468">Screen ID grzOutApplPayInfo02 will be redisplayed providing the “Total Net Quantity”, “Rate”, and “Total Disbursement Amount”, based on the acres listed under the “Graze Out Quantity Information” section.</p> <div data-bbox="391 506 1442 919" style="border: 1px solid black; padding: 10px;"> <p data-bbox="630 527 792 548">Acres: <input type="text"/></p> <p data-bbox="740 558 1101 583"> <input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> </p> <p data-bbox="399 617 753 642">Graze Out Quantity Information</p> <table border="1" data-bbox="399 642 1442 699"> <thead> <tr> <th>Sel</th> <th>Acres</th> <th>Commodity Yield</th> <th>Quantity(Bushels)</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>45.00</td> <td>50.00</td> <td>2,250.00</td> </tr> </tbody> </table> <p data-bbox="740 730 1062 751">Total Net Quantity: 2,250.00 Bushels</p> <p data-bbox="867 756 967 777">Rate: \$0.88</p> <p data-bbox="656 781 1003 802">Total Disbursement Amount: \$1,980.00</p> <p data-bbox="753 810 1104 835"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p data-bbox="399 894 688 915">Screen ID grzOutApplPayInfo02</p> </div> <p data-bbox="386 961 1289 993">After the desired commodity information is loaded, CLICK “Submit”.</p> <p data-bbox="386 1035 1471 1283">Additional acres may be added for the same commodity. To change or delete an entry, CLICK “Sel”, under the “Grace Out Quantity Information” section, which corresponds to the acres that should be changed or deleted. The number of acres will be populated in the “Acres” field. To change the number, enter the new number and CLICK “Change”. To delete the entry, CLICK “Delete”. The “Total Net Quantity” and “Disbursement Amount” will automatically change when acres are added or deleted.</p> <p data-bbox="386 1325 1451 1394">Note: Information entered on this screen is not saved for later applications. Enter only what is needed to issue the current payment.</p> <p data-bbox="386 1436 1471 1541">If the commodity is from an ACRE elected farm, Screen ID graOutApplPayInfo02 will be displayed with the amount of the payment reduced because of ACRE, in addition to the “Total Disbursement Amount”.</p> <div data-bbox="391 1581 1442 1871" style="border: 1px solid black; padding: 10px;"> <table border="1" data-bbox="391 1581 1442 1633"> <thead> <tr> <th>Sel</th> <th>Acres</th> <th>Commodity Yield</th> <th>Quantity(Bushels)</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>45.00</td> <td>50.00</td> <td>2,250.00</td> </tr> </tbody> </table> <p data-bbox="724 1665 1068 1686">Total Net Quantity: 2,250.00 Bushels</p> <p data-bbox="857 1690 964 1711">Rate: \$0.26</p> <p data-bbox="675 1715 984 1736">Reduction Due To ACRE: \$594.00</p> <p data-bbox="630 1740 990 1761">Total Disbursement Amount: \$1386.00</p> <p data-bbox="737 1770 1120 1795"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </p> <p data-bbox="391 1845 693 1866">Screen ID eLDPApplPayInfo02</p> </div>	Sel	Acres	Commodity Yield	Quantity(Bushels)	<input type="radio"/>	45.00	50.00	2,250.00	Sel	Acres	Commodity Yield	Quantity(Bushels)	<input type="radio"/>	45.00	50.00	2,250.00
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2 Processing Graze-Out Applications (Continued)

C Adding an Application (Continued)

Step	Action						
8	<p>Screen ID grzOutApplSum03 will be displayed with the payment information. Print a copy of this screen by clicking “Application Summary in PDF”. A new window will open as a PDF version of the application summary. Following is an example of Screen ID grzOutApplSum03.</p> <div data-bbox="391 548 1442 905" style="border: 1px solid black; padding: 5px;"> <p>Graze Out Quantity Information</p> <table border="1" data-bbox="402 590 1430 642"> <thead> <tr> <th data-bbox="402 590 548 621">Acres</th> <th data-bbox="548 590 984 621">Commodity Yield</th> <th data-bbox="984 590 1430 621">Quantity(Bushels)</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 621 548 642">45.00</td> <td data-bbox="548 621 984 642">50.00</td> <td data-bbox="984 621 1430 642">2,250.00</td> </tr> </tbody> </table> <p data-bbox="781 678 1057 699" style="text-align: center;">Total Quantity: 2,250.00 Bushels</p> <p data-bbox="829 705 967 726" style="text-align: center;">LDP Rate: \$0.88</p> <p data-bbox="659 730 1000 751" style="text-align: center;">Total Disbursement Amount: \$1,980.00</p> <p data-bbox="711 789 740 810" style="text-align: center;">OK</p> <p data-bbox="846 789 1073 810" style="text-align: center;">Application Summary as PDF</p> <p data-bbox="1317 821 1430 842" style="text-align: right;">Back To Top^</p> <p data-bbox="399 873 651 894">Screen ID grzOutApplSum03</p> <p data-bbox="565 894 1032 915" style="font-size: small; text-align: center;">eLDP Home USDA.gov Farm Service Agency (FSA) FSA Intranet</p> </div> <p>Note: Depending on computer settings, users may be prompted with a “File Download” dialog box with the options to open or save the document. Following is an example of the “File Download” dialog box.</p> <div data-bbox="483 1094 1414 1661" style="border: 1px solid blue; padding: 5px;"> <p>File Download ✕</p> <p>Do you want to open or save this file?</p> <div data-bbox="532 1251 594 1314" style="float: left; margin-right: 10px;">  </div> <p data-bbox="678 1251 1097 1346">Name: fop-render.pdf Type: Adobe PDF Reader From: outlet.cert.sc.egov.usda.gov</p> <p data-bbox="797 1388 1357 1430" style="text-align: center;"> <input type="button" value="Open"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p data-bbox="529 1461 1016 1493"><input checked="" type="checkbox"/> Always ask before opening this type of file</p> <div data-bbox="532 1545 594 1608" style="float: left; margin-right: 10px;">  </div> <p data-bbox="626 1545 1357 1619">While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?</p> </div> <p>If this dialog box is displayed, CLICK “Open”.</p> <p>Print the PDF document, provide a copy to the producer, and save a copy in the producer’s folder.</p>	Acres	Commodity Yield	Quantity(Bushels)	45.00	50.00	2,250.00
Acres	Commodity Yield	Quantity(Bushels)					
45.00	50.00	2,250.00					
9	<p>After the application summary is successfully printed, CLICK “OK” on Screen ID grzOutApplSum03.</p>						

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2 Processing Graze-Out Applications (Continued)

D Inquiry on Graze-Out Applications

County Office users have the ability to view Graze-Out applications issued in their county.

Screen ID grzOutSearch01 provides several options to search for applications or producers by crop year. If the application number is not known, the simplest way to search is by listing all of the producers with Graze-Out applications. Following is an example of **Screen ID grzOutSearch01**.

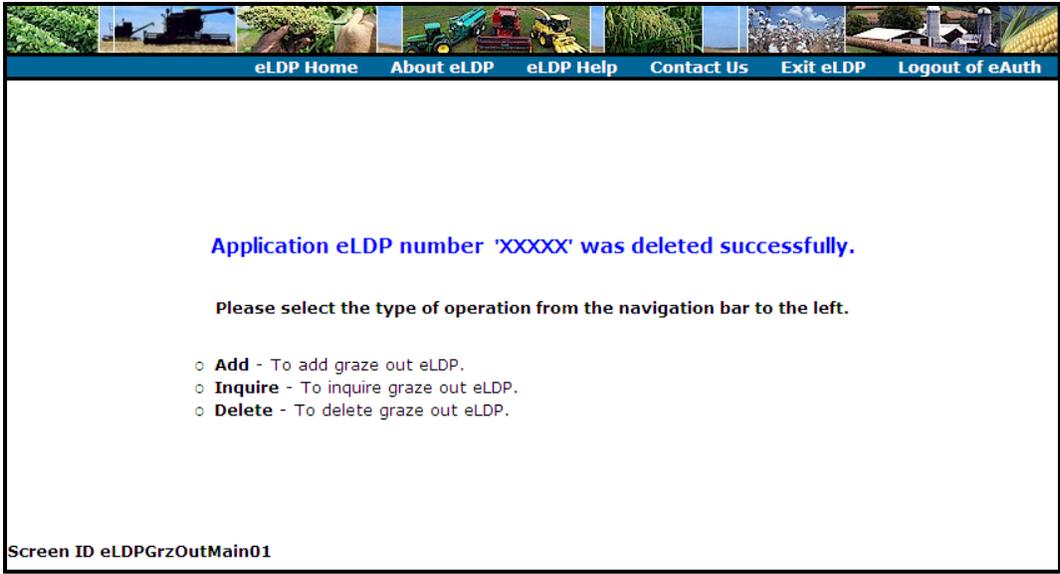
The screenshot displays the 'Producer Search' interface. On the left is a navigation menu for 'Graze Out' with options: Welcome, Role: County, Home, Graze Out, - Add, - Inquire, - Delete, and Version: 19. The main header shows 'Graze Out->Inquire->Producer Search' and 'Producer Search'. Below the header, it displays 'County FSA Office: COUNTY NAME', 'State/County Code: ST000', and 'Telephone: (555)555-1234'. The search area includes a 'Producer ID' text box, a 'Tax ID Type' dropdown menu, and a 'Crop Year' dropdown menu set to '2011'. There is a checkbox labeled 'Start all operations from this page for current session'. Below these are three buttons: 'List All Producers', 'Search By Producer ID', and 'Help'. A horizontal line separates this section from the 'Graze Out Number' search section, which has a text box for the number and a 'Crop Year' dropdown set to '2011', with 'Search Application' and 'Help' buttons. The screen ID 'Screen ID grzOutSearch01' is at the bottom.

Note: Currently, Graze-Out information is not reported to State Office Reporting System (SORS). Until reporting capability is available through SORS, County and State Offices shall use the “Inquire” option to view application details.

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2 Processing Graze-Out Applications (Continued)

E Deleting an Application (Continued)

Step	Action
4	<p>Screen ID eLDPGrzOutMain01 will be displayed with the message, “Application eLDP number XXXXX was deleted successfully”.</p> <p>Note: XXXXX represents the application number.</p>  <p>The screenshot shows a web interface with a blue navigation bar at the top containing links: eLDP Home, About eLDP, eLDP Help, Contact Us, Exit eLDP, and Logout of eAuth. The main content area displays a blue message: "Application eLDP number 'XXXXX' was deleted successfully." Below this message, it says "Please select the type of operation from the navigation bar to the left." and lists three radio button options: "Add - To add graze out eLDP.", "Inquire - To inquire graze out eLDP.", and "Delete - To delete graze out eLDP." The screen ID "eLDPGrzOutMain01" is visible in the bottom left corner of the screenshot.</p>
5	<p>If the payment was certified and signed in NPS, a receivable will be created. If a corrected payment is entered, ensure that the receivable created when the original payment was cancelled is offset by the new payment.</p> <p>If the payment was not certified and signed, a receivable will not be created. Mark the payment, “Hold for cancel by Program” according to 1-FI before the payment is cancelled through the web software.</p>