

For: State and County Offices

**Electronic Loan Deficiency Program (eLDP) Corrections
and Handling eLDP Spot Checks (Except Cotton)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The September 20, 2004, deployment of eLDP web based software allows producers and County Offices to process LDP's through the Internet.

APSS software:

- selects eLDP's for spot check
- does **not** allow for corrections and recording of eLDP shortages and violations.

eLDP software does not support modifications, corrections, or recording of violations to eLDP's submitted from either external locations or from County Offices. eLDP's that are determined to be incorrect must be **canceled** using eLDP software.

B Purpose

This notice provides instructions to County Offices for handling eLDP corrections and cancellations for commodities other than cotton, based on erroneous data entry or shortages and violations as a result of a spot check.

Disposal Date	Distribution
October 1, 2005 3-23-05	State Offices; State Offices relay to County Offices

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2 eLDP Corrections and Cancellations

A eLDP Corrections

County Offices shall process corrections when:

- incorrect quantities or data was entered in the online application by the producer based on incorrect information established in the Customer Profile, and not discovered until the eLDP was submitted to the certification site for approval
- eLDP entered and processed by a County Office and later determined to contain data entry errors.

Note: Only County Offices can make corrections to existing eLDP's through eLDP software.

County Offices shall:

- select the option through eLDP software to **cancel** the original eLDP
- re-enter the original eLDP with the correct information according to Notice PS-495
- offset any receivable that is established.

Important: National Payment Service (NPS) generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 days for the receivable to be established. For questions about receivable software, see applicable FI notices.

B eLDP Cancellations

Only County Offices can cancel eLDP's.

County Offices shall cancel eLDP's when:

- duplicate requests are made by producers for the same quantity
- quantities are determined to be ineligible by County Offices.

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3 Receivables Created as a Result of a Correction or Cancellation

A eLDP's From External Locations

eLDP's that were originally processed from an external location, and later canceled, will have a receivable automatically established in NPS.

B eLDP's Processed by County Offices

eLDP's originally processed and **approved** by the County Office and later canceled will have a receivable automatically established in NPS.

Note: eLDP's that have been certified but not approved can be deleted without a receivable being established.

Important: NPS generated receivables will automatically offset the receivable when the next NPS payment is processed.

4 Spot Checks

A Spot Checks Resulting in a Shortage

Until eLDP software becomes available for recording spot checks resulting in a shortage that are not considered a violation, County Offices shall:

- take the option to **cancel** eLDP for shortages using eLDP software
- re-enter eLDP with the correct quantity and information according to subparagraph 2 A.

B Spot Checks Resulting in a Violation

Until eLDP software becomes available for recording spot checks that result in a violation, County Offices shall:

- take the option to **cancel** eLDP using eLDP software
- re-enter eLDP with the correct quantity and information according to subparagraph 2 A
- manually prepare a violation letter according to 8-LP, Part 6.

Important: NPS generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering eLDP using eLDP web software. It could take up to 5 days for the receivable to be established. For questions about receivable software, see applicable FI notices.

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5 Liquidated Damages and Duplicate LDP's

A Assessing Liquidated Damages

Until eLDP software becomes available for processing liquidated damages, County Offices shall:

- manually calculate liquidated damages according to 8-LP, Part 6, paragraph 614
- ENTER program code "PSLIDACOMM" when processing the liquidated damages in the cash receipts system.

B Duplicate eLDP's

County Offices shall:

- request State Office approval before deleting any duplicated eLDP's
- include eLDP loan number, producer name, producer identification number, eLDP quantity, amount, and an explanation why eLDP is a duplication.

State Offices may approve the deletion of duplicate eLDP's that:

- were applied for on the same day, approximately same time, same quantity, and location
- do not appear to be a scheme, fraud, or device
- are not in violation
- would not result in a new LDP rate.

C Reporting Duplicate eLDP's to the National Office

State Offices shall email Sylvia Redd, PSD, Automation Branch at **Sylvia.Redd@wdc.usda.gov**, by the last business day of the month, the number of duplicate eLDP's the State Office:

- approved
- disapproved.

Note: Negative reports are required.