

For: State and County Offices

eLDP Enhancements and Reminders for Crop Year 2012 for All Commodities

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The web-based eLDP system currently supports all functionality for payment processing as what was developed in the legacy APSS system.

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

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

B Purpose

This notice provides State and County Offices crop year 2012 eLDP reminders and overviews.

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 through the Crop Acreage Reporting System (CARS) before establishing the customer profile in the eLDP system.

Disposal Date	Distribution
May 1, 2013	State Offices; State Offices relay to County Offices

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2 eLDP Common Procedures (Continued)

A Subsidiary File and FSA-578 (Continued)

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: There may be a delay when crop reporting data is entered before it is accessible through the web eLDP system.

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

For the 2012 crop year, LDP payments are **not** 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 according to 8-LP, paragraph 230. Both must be entered in APSS according to 12-PS, paragraph 1434.5, and in the web eLDP table according to 15-PS, paragraph 204. 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 the following:

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

Update the e-mail address according to 15-PS, paragraph 204. If the County Office 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 the following.

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 will be displayed 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 (Continued)

B Establishing Joint Operation Customer Profiles

Establish a profile for a joint operation according to the following.

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>The following 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>The following is an example of Screen ID eLDPAddJOMbr.</p> <div data-bbox="418 432 1490 894" style="border: 1px solid black; padding: 5px;"> <p>Customer Profile->Add JO Members->Crop Year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #e1f5fe;">Crop Year</th> </tr> </thead> <tbody> <tr> <td>County FSA Office: JASPER</td> <td>State/County Code: IA099</td> <td>Telephone: (641)792-5019</td> </tr> <tr> <td>Partnership Name: Farmer & Farmer Johnson</td> <td colspan="2">State: IA</td> </tr> <tr> <td>Address: 1234 Main St</td> <td colspan="2">Zip: 50208</td> </tr> <tr> <td>City: Anytown</td> <td colspan="2">Email Address: FFJ@xyz.com</td> </tr> <tr> <td>Tax ID: XXX-XX-0000</td> <td colspan="2">Tax ID Type: E</td> </tr> </tbody> </table> <p style="text-align: center;">Crop Year: 2012</p> <p style="text-align: center;">Effective Date: 2012 January 1</p> <p style="text-align: center;">OK Cancel Help</p> <p>Screen ID eLDPAddJOMbr</p> </div> <p>CLICK "OK".</p>	Crop Year			County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019	Partnership Name: Farmer & Farmer Johnson	State: IA		Address: 1234 Main St	Zip: 50208		City: Anytown	Email Address: FFJ@xyz.com		Tax ID: XXX-XX-0000	Tax ID Type: E													
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<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>The following is an example of Screen ID eLDPJOAddPercent02.</p> <div data-bbox="418 1297 1490 1724" style="border: 1px solid black; padding: 5px;"> <p>Customer Profile->Add JO Members->Crop Year->Add Joint Operation Percentages</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #e1f5fe;">Add Joint Operation Percentages</th> </tr> </thead> <tbody> <tr> <td>County FSA Office: JASPER</td> <td>State/County Code: IA099</td> <td>Telephone: (641)792-5019</td> </tr> <tr> <td>Partnership Name: Farmer & Farmer Johnson</td> <td colspan="2">State: IA</td> </tr> <tr> <td>Address: 1234 Main St</td> <td colspan="2">Zip: 50208</td> </tr> <tr> <td>City: Anytown</td> <td colspan="2">Email Address: FFJ@xyz.com</td> </tr> <tr> <td>Tax ID: XXX-XX-0000</td> <td colspan="2">Tax ID Type: E</td> </tr> </tbody> </table> <p style="text-align: center;">Crop Year: 2012</p> <p style="text-align: center;">Is spotcheck required for this partnership? N</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e1f5fe;">Producer Names</th> <th style="background-color: #e1f5fe;">Combined Permitted/AGI Factor</th> <th style="background-color: #e1f5fe;">Cropland Factor</th> <th style="background-color: #e1f5fe;">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 style="text-align: center;">Continue Cancel Help</p> <p>Screen ID eLDPJOAddPercent02</p> </div> <p>CLICK "Continue".</p>	Add Joint Operation Percentages			County FSA Office: JASPER	State/County Code: IA099	Telephone: (641)792-5019	Partnership Name: Farmer & Farmer Johnson	State: IA		Address: 1234 Main St	Zip: 50208		City: Anytown	Email Address: FFJ@xyz.com		Tax ID: XXX-XX-0000	Tax ID Type: E		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
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3 Customer Profiles (Continued)

B Establishing Joint Operation Customer Profiles (Continued)

Step	Action
6	<p>Screen ID eLDPrfAdd01 will begin a 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 the 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 (as applicable based on FY eligibility), 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>Screens ID eLDPrfAdd01 and 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 Screens ID eLDPrfAdd01 and 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 will be 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 the following.

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 will provide brief descriptions of eLDP profile functions. The available functions are included in the following.

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

Informal 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 (as applicable per FY), 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?”

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

Part B - Producer Payment Information

Crop Year: 2012

Commodity: CHICKPEAS Class/Variety/Type:

State/County Where Stored: IOWA JASPER

Request Date: 2012 July 20

COC Approval Date: 2012 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 display the ACRE enrollment status and the reduction because of ACRE, as applicable.

Crop Year: 2012 eLDP Number: 50044
 Commodity: CORN Class/Variety/Type: Yellow
 State/County where delivered: IOWA/JASPER 633EZ Date Filed: 05/30/2012
 Requested Date: 06/01/2012 12:00 AM
 Certification Date: 06/09/2012
 Confirmation#: 9730043
 Quantity Balance: 21,583.00
 Share of Crop (%): 100.00
 Disbursement Date: 07/16/2012
 Confirmation Date: 07/16/2012

Is the quantity from a farm enrolled in ACRE?: Yes

Summary Quantity Information

Sold/Delivered/Fed Date	Quantity (Bushels)	Moisture Percent	Net Quantity(Bushels)	LDP
06/01/2012	10.00	0.00	10.00	
05/25/2012	20.00	0.00	20.00	
05/26/2012	10.00	0.00	10.00	
05/27/2012	30.00	0.00	30.00	
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

Note: A receivable will be created in NRRS.

- offset the proceeds of the new eLDP to the receivable in NPS, as applicable.

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

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions

A Overview of Eligibility Level Read for eLDP

The following provides an overview of business types and the level at which program eligibility and AGI eligibility are read for eLDP.

Entities Without Members		
Business Type	Name	Eligibility Description
00	Individual With SSN	Treat these operations as a single body by only recognizing top level eligibility and AGI. Additionally, eLDP will not : <ul style="list-style-type: none"> • check for member entities • check for member's eligibility • use member entity AGI.
07/S	Trust-Revocable With SSN	
10	Churches, Charities, and Non-Profit Organizations	
18	Individuals Operating as a Small Business	
20	Indian Tribal Venture	
22/S	Limited Liability Company With SSN	
15	Indians Represented by Bureau of Indian Affairs	

Entities With Members (Nonjoint Operations)		
Business Type	Name	Eligibility Description
04	Corporation	These entities are made up of component members. There are limitations to what is checked at the component member level. Eligibility is based on top level eligibility. The eLDP system will: <ul style="list-style-type: none"> • check for member entities below top level • not check individual member's eligibility, such as HELC and WC provisions, AD-1026, etc. • check member level AGI and Foreign Person Status reduce and benefit based on returned value from AGI Web Service.
05	Limited Partnership	
06	Estate	
07/E	Trust-Revocable With EIN	
17	Trust Irrevocable	
22/E	Limited Liability Company With EIN	

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

A Overview of Eligibility Level Read for eLDP (Continued)

Entities With Members (Joint Operations)		
Business Type	Name	Eligibility Description
02	General Partnership	These entities are made up of component members. The eligibility of the component members determines the eligibility of the entire entity. The eLDP system will check:
03	Joint Venture	<ul style="list-style-type: none"> • for member entities below top level • individual member's eligibility and reduce benefit based on eligibility • member's AGI and Foreign Person Status and reduce benefit based on value returned from AGI Web Service.

Ineligible Entities		
Business Type	Name	Eligibility Description
08	Federal Owned	Entities in these categories are not eligible to receive LDP.
09	State and Local Government	
13	Public School	
14	Bureau of Indian Affairs	
23	Financial Institution	
48	News Media	
52	Loss Adjuster Contractor	
97	Public Body	
98	Other	
99	General Entity Membership	

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

B eLDP System Prompts Based on Eligibility

The eLDP system will prompt a user, as indicated in the following, when a program or AGI eligibility item is returned as ineligible. See subparagraph A for an overview of the level at which program eligibility and AGI eligibility are read for eLDP.

IF the business type is an entity...	THEN eLDP will...
without members (business types 00, 07/S, 10, 18, 20, 22/S, and 15)	<p>prompt the user with an error message that:</p> <ul style="list-style-type: none"> • a specific condition is ineligible • the profile cannot be established nor payment issued until the condition is resolved by the County Office.
with members (nonjoint operations – business types 04, 05, 06, 07/E, 17, and 22E)	<ul style="list-style-type: none"> • at customer profile establishment, for situations with at least 1 member of the operation ineligible because of AGI only, the system shall prompt the user: <ul style="list-style-type: none"> • with an error message that a member is ineligible because of AGI • that the profile will be created, but the portion of the payment for the ineligible member cannot be processed until the condition is resolved by the County Office • at payment processing, if at least 1 member of the operation is ineligible because of AGI only, the system will prompt the user: <ul style="list-style-type: none"> • with an error message that a member is ineligible because of AGI • that the portion of the payment for the ineligible member cannot be processed until the condition is resolved by the County Office • pay the reduced share of the application for the member who is eligible • for situations in which all members of the operation are ineligible, the system will prompt the user that the payment cannot be issued until the condition is resolved by the County Office.

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

B eLDP System Prompts Based on Eligibility (Continued)

IF the business type is an entity...	THEN eLDP will...
<p>with members (joint operations – business types 02 and 03)</p>	<ul style="list-style-type: none"> • at customer profile establishment, for situations with at least 1 member of the operation eligible, the system shall prompt the user: <ul style="list-style-type: none"> • with an error message that the specific condition is ineligible and list the applicable ineligible member • that the 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 • at payment processing, for program ineligibility or reduced AGI share, the system will prompt the user: <ul style="list-style-type: none"> • with an error message that the 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 • pay the reduced share of the application for the member who is eligible • for situations in which all members of the operation are ineligible, the system will prompt the user that the profile cannot be established nor payment issued until the condition is resolved by the County Office.

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

C Profile and Application SCIMS Mismatch

eLDP software sorts profile application and processing into the following 2 categories:

- nonjoint operations
- joint operations.

eLDP will allow applications to be processed if the business type code remains in the same category.

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 the following.

IF a profile is created as a...	AND the record returned by SCIMS during payment processing is a...	THEN eLDP shall...
nonjoint operation	nonjoint operation	ignore the mismatch and pay the application.
joint operation	joint operation	
nonjoint operation	joint operation	prompt user with an appropriate message according to subparagraph E.
joint operation	nonjoint 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.

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

D Previously Deleted Profile

During the same crop year, if a profile was previously created for 1 business type category but later deleted and re-entered as another business type category, eLDP will follow the guidelines provided in the following.

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...
nonjoint 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 nonjoint operation	nonjoint operation	is before the effective date of the joint operation	after the delete date of the original profile.

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

E Processing Customer Profiles or Issuing Payments When Ineligible Condition Occur

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

IF the SCIMS business type is a...	THEN the eLDP system will...
nonjoint 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 style="margin-left: 20px;">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. See 7-CN for cotton specific eLDP procedures.

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5 Overview of Eligibility, SCIMS Errors, and Ineligible Conditions (Continued)

F 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).

Note: The producer must contact the County Office if there are concerns about eligibility.