

For: State and County Offices

**Correcting External eLDP Applications**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Producers with Level 2 eAuthentication have the ability to submit eLDP applications 24 hours a day, 7 days a week from an external site.

LDP rates are:

- posted each workday at 6 a.m. c.t.
- archived as a single LDP rate.

Producers submitting eLDP applications **after** midnight, but **before** the rates are posted at 6 a.m. c.t., will receive the LDP rate posted the previous workday at 6 a.m. c.t. The rate is in effect until the next announcement of rates as provided in 8-LP, subparagraph 984 B. County Offices correcting external eLDP applications may need to adjust the eLDP application request date to ensure that the producer receives the correct LDP rate.

**B Purpose**

This notice informs State and County Offices of instructions for:

- reviewing the external eLDP Summary Page before correcting
- correcting external eLDP applications.

**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](mailto:laura.schlote@wdc.usda.gov)
- telephone at 202-720-7785.

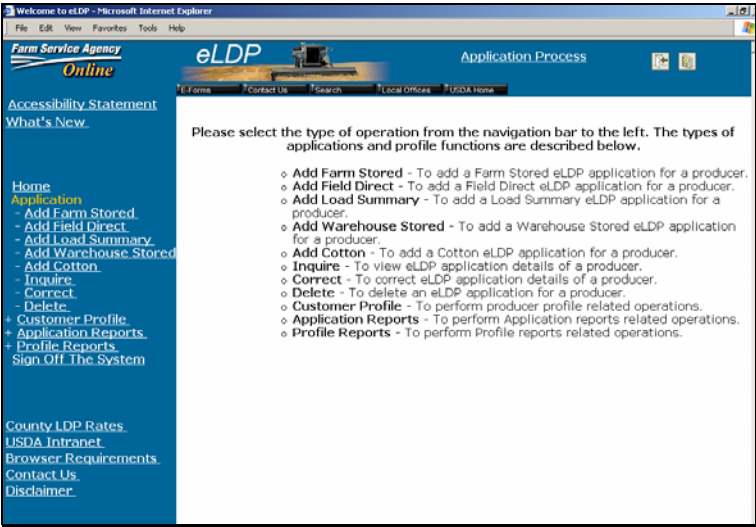
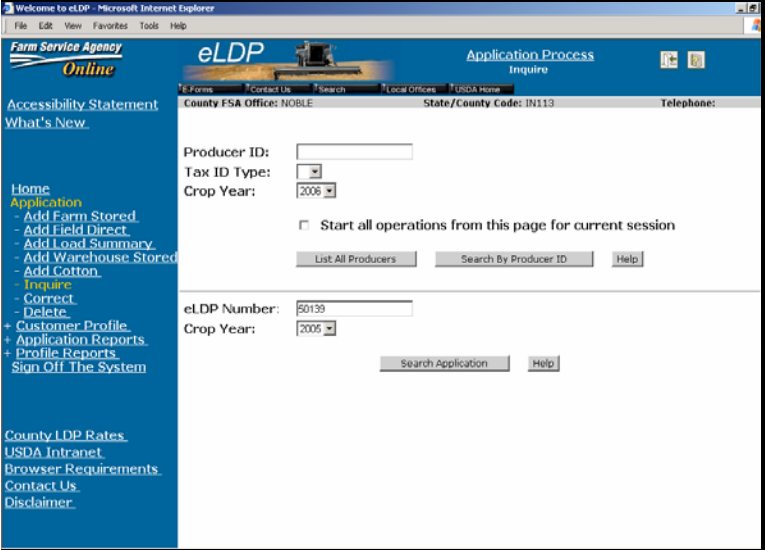
<b>Disposal Date</b>  March 1, 2007	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice PS-569

### 2 Correcting External eLDP Applications

#### A Printing eLDP Summary Page

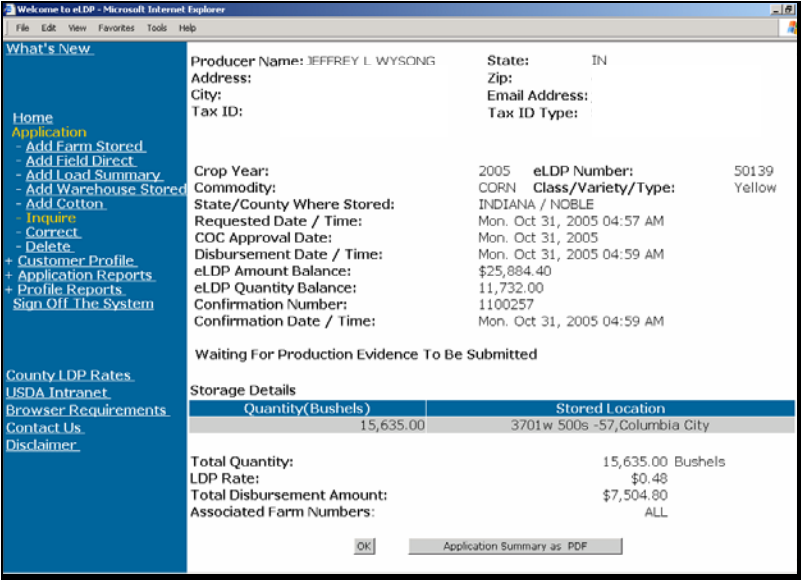
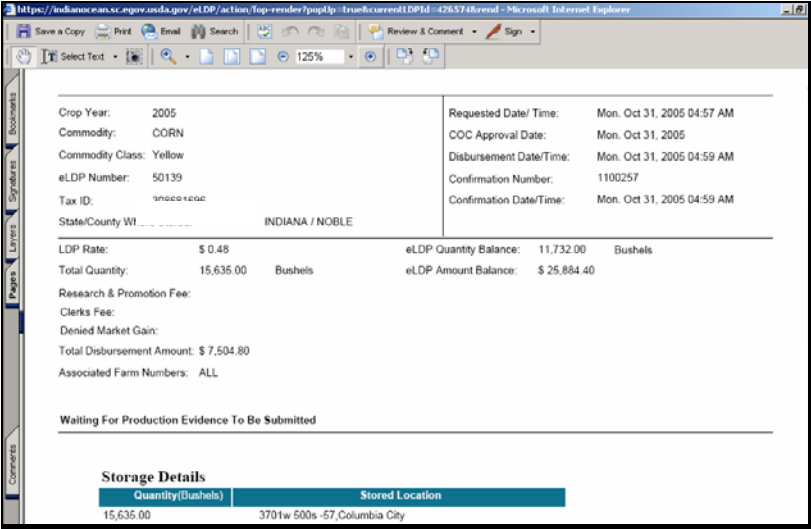
County Offices shall print the eLDP Summary Page for external applications before accessing the correction process according to the following table.

Step	Action
1	Access the eLDP web site according to 15-PS, paragraphs 202 and 203.
2	On the <b>Welcome to Price Support Screen</b> , use the drop-down box to select the producer's State and county.
3	On the <b>Application Process Screen</b> , CLICK <b>"Application"</b> .  
4	CLICK <b>"Inquire"</b> and the <b>Application Process Inquire Screen</b> will be displayed.   <p>Enter the eLDP number and crop year.</p> <p>CLICK <b>"Search Application"</b>.</p>

Notice PS-569

2 Correcting External eLDP Applications (Continued)

A Printing eLDP Summary Page (Continued)

Step	Action
5	<p>The following screen will be displayed.</p>  <p>CLICK “Application Summary as PDF”.</p>
6	<p>The eLDP Summary Page will be displayed.</p>  <p>Print the eLDP Summary Page.</p> <p>Go to subparagraph B.</p>

## Notice PS-569

### 2 Correcting External eLDP Applications (Continued)

#### B Adjusting the Request Date to Agree with LDP Rate Received

Producers submitting eLDP applications the next day but before the rates are posted that morning will receive the LDP rate from the previous day.

County Offices shall review the eLDP Summary Page to determine if an adjusted request date is necessary when correcting the eLDP application.

**Example:** A producer submitted a corn eLDP application on October 31, 2005, at 4:50 a.m. e.t. The LDP is based on the rate in effect on the date and time the request is received or submitted electronically; the LDP rate for October 30, 2005, of \$.48 per bushel.

The LDP rate for October 31, 2005, is \$.47 per bushel.

When correcting this application, the County Office **must** change the request date from October 31, 2005, to October 30, 2005, so the system will use the October 30, 2005, LDP rate (\$.48), as applicable.

#### C Action

County Offices are authorized to adjust the eLDP request date for an external application to the previous date **only** when it has been determined that the submission date and the archived LDP rate for that date are **not** equal for a correction process.