UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PS-637

For: State and County Offices

Resolution of Common eLDP Issues Involving Joint Operations

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A Background

The web eLDP system is continuously being enhanced to provide better functionality. With the recent increase of eLDP processing, multiple issues have been identified that inhibit normal procedures.

PSD has received numerous inquiries about customer profiles for joint operations in the eLDP software.

Note: A forthcoming 15-PS amendment will incorporate changes from this notice.

B Purpose

This notice:

- addresses common issues users may encounter while processing customer profiles or applications in the eLDP system
- provides resolutions to those issues
- provides instructions for adding joint operation members to the customer profiles.

C Contact

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

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

Disposal Date	**Distribution**
June 1 , 2009	State Offices; State Offices relay to County Offices

2 Establishing Customer Profiles for Joint Operations

A Compliance 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, subsidiary information must be recorded and FSA-578 must be completed and certified before the establishment of the customer profile in the web 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.

Note: FSA-578 crop data entered by the System 36 takes 2 to 3 workdays before it is accessible through the web eLDP system.

If compliance-related error messages display during the 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

Annually, COC's must determine reasonable estimates of yields for each commodity based on crop and weather conditions. County Offices shall record the COC-established maximum yields for both APSS-processed LDP's and web-processed eLDP's. The yields must be recorded before any LDP or eLDP is processed for a commodity. Also, if both irrigated and nonirrigated yields or the yield allocation percentage contain blanks or a zero, the commodity will **not** display in the profile drop-down list.

To load COC-established maximum yields in:

- APSS for LDP's, refer to 12-PS, paragraph 1434.5
- web for eLDP's, refer to 15-PS, paragraph 204.

C Customer Profile Functions for Members of Joint Operations

The eLDP software has been enhanced to increase the profile functionality at the operation level by automatically populating reasonable and allocated quantities for joint operations. Included in this functionality are the following new options:

- "Add JO Members" – to create a new profile for members of a joint venture or partnership, containing the crop year, commodities, quantities, etc.

2 Establishing Customer Profiles for Joint Operations (Continued)

C Customer Profile Functions for Members of Joint Operations (Continued)

- "Change JO Members" – to modify profiles for members of a joint venture or partnership
- "Inquire JO Members" – to view joint operation member profiles.

A user can change or update a customer profile for a member of a joint operation by selecting "Change JO Members". This function allows changes, such as changes to a member's payment limitation and/or adding crops not previously added under "Add JO Members".

A user can view the customer profile of the members of a joint operation by selecting "View JO Members". The user may print out the information in PDF format.

D Information for Adding Members of Joint Operations

Establish customer profiles for members of joint operations according to the following table.

Step	Action
1	CLICK "Add JO Members" on Screen ID **eLDPCertMain01**.
2	Enter the ID of the joint operation on the SCIMS Search Page. **Note:** Do **not** enter the ID of an individual member of the operation.
3	Select the crop year on Screen ID **eLDPAddJOMbr**.
4	Enter CCC-633 EZ, page 1 date in the applicable field on Screen ID **eLDPrfAdd01**.
5	The first member will be displayed along with their share of the commodities. Enter the eLDP payment limitation accordingly.
6	Scroll to the bottom of the screen and CLICK "Next Producer".
7	The next producer will be displayed. CLICK "Continue".
8	Enter the payment limitation for the next member. Repeat the process until all members have payment limitation recorded.
9	After all members have been established, CLICK "Add JO Members". This establishes the customer profile for the joint operation.

Note: 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.

2 Establishing Customer Profiles for Joint Operations (Continued)

E Additional Joint Operations Functions

The following functions may be used after a profile has been created for a joint operation:

- Add Joint Operation
- Change Joint Operation
- Inquire Joint Operation
- Delete Joint Operation.

To activate the joint operation, users may CLICK "Add Joint Operation" and enter the ID of the entity.

The "Change Joint Operation" function allows users to modify the member share data of a joint venture or partnership. Once share data has been updated, the user must enter the effective date of the change then CLICK "Submit" to record the change.

The "Inquire Joint Operation" function allows users to view member information, as applicable. The information may be printed in PDF format.

The "Delete Joint Operation" function allows a user to delete the operation.

Note: Members of joint operations are no longer recorded according to 15-PS, subparagraph 253 A.