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

For: State and County Offices

Trade Adjustment Assistance for Farmers (TAAF) Program Application Software

Approved by: Deputy Administrator, Farm Programs

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1 Overview

A Background

The American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) reauthorizes and modifies the TAAF Program as established Trade Act of 2002 (Pub. L. 107-210), Title 1, Subtitle C, that amended the Trade Act of 1974. Pub. L. 111-5 authorizes an appropriation of not more than $90 million for FY's 2009 and 2010, and $22.5 million for the first quarter of FY 2011, to carry out the TAAF Program for producers of agricultural commodities.

The TAAF application processing software, developed by FSA, allows FSA County Office employees to enter applicant data online using a web-based process available on the FSA Intranet. The complete TAAF software package is an integrated 3-part process, consisting of the following:

- petition
- application
- payment.

   Important: TAAF:

   - software requires **eAuthentication** access; see subparagraph 2 A
   - payments will be supported by NPS.

B Purpose

This notice provides instructions and guidance to State and County Offices for processing FSA-229-1's using the web-based TAAF application processing software located on FSA's Intranet web site.

Obsolete Notice PS-684 provided State and County Offices with instructions and guidance for processing web-based TAAF payments and corrections.

Disposal Date	Distribution
May 1, 2014	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   General Information About the Manual Excel File and Application Software

Because the TAAF application processing software was not available when FSA-229-1's were being accepted, FSA created a manual Excel file process. The manual Excel file process allowed FSA State and County Office employees to manually enter certain data into an Excel spreadsheet from the manually submitted FSA-229-1's. All data elements entered into the spreadsheet by FSA State and County Office employees were uploaded to the TAAF application processing software according to 1-SP. State and County Offices were notified when the transition from the Excel spreadsheet to the TAAF application processing software could begin.

D   Petition Process Is Integrated

The petition process:

- was created specifically for FAS employees in Washington, DC, to enter petitions online

- is integrated with the FSA application and payment processes that allow FSA County Office employees to view and select an approved petition online, to link to FSA-229-1's.

E   TAAF Application Processing for FSA Employees

The integrated TAAF application processing software is designed for FSA County Office employee use and can be accessed through the Intranet. FSA County Office employees will be entering data for applicants from the manual FSA-229-1's.

The data entered for each FSA-229-1 is stored in a database to later allow FAS employees in Washington, DC, to:

- perform pro-rating functions, and initiate payment calculations

- initiate the payment processing functions (unlock) when appropriate, so that FSA County Offices can proceed with payment processing for approved FSA-229-1's in the database.

F   Integrated TAAF Payment Processing Software

TAAF payment processing software is designed to integrate with both the petition processing software and the application processing software, to allow processing payments.

G   Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

1   Overview (Continued)

H   Release Schedule

The TAAF application processing software detailed in this notice was provided in Web Transmittal No. 245 on **March 4, 2011**.

2   Getting Started

A   eAuthentication Login

- under "Links", CLICK "**FSA Applications**"

- under "Price Support", CLICK "**Trade Adjustment Assistance for Farmers**"

- eAuthentication Warning Screen will be displayed

- CLICK "**I Agree**" and the eAuthentication Login Screen will be displayed

- enter user ID and password, CLICK "**Login**", and the following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

2   Getting Started (Continued)

B   Trade Adjustment Assistance for Farmers (TAAF) Home Page

After a successful county selection, the following Trade Adjustment Assistance for Farmers (TAAF) Home Page will be displayed with the message, "Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application".

On the Trade Adjustment Assistance for Farmers (TAAF) Home Page, under "TAAF Menu", "Applications", users can access the following:

- "Applications Main"
- "New Application"
- "Search by Applicant"
- "Disapproval Letters"
- "Mailing Labels".

3   TAAF Application Process

A   "New Application" Option

This function shall **not** be used for FSA-229-1's that have been uploaded using the Excel spreadsheet according to 1-SP. State and County Offices:

- were notified when all FSA-229-1's were uploaded from the Excel spreadsheet

- can use the "Search by Applicant" option from "TAAF Menu", "Applications" to verify that FSA-229-1 exists.

To record a new FSA-229-1, under "TAAF Menu", "Applications", CLICK "**New Application**". The following SCIMS Customer Search Screen will be displayed that allows users to search for applicants.

3   TAAF Application Process (Continued)

A   "New Application" Option (Continued)

After selecting an applicant from SCIMS, the following New Application - Enter Application Data Screen will be displayed that allows the user to add an application to the TAAF web-based database using information gathered on the manual FSA-229-1. Data fields with an asterisk are **required** entries. Fields with a drop-down list indicate additional data is available. Use "Petition" drop-down list to display a list of approved petitions from which to select. Details of the petition selected may be viewed by clicking on the "Details" button.

3   TAAF Application Process (Continued)

   A   "New Application" Option (Continued)

When users select a petition from the "Petition" drop-down list, the "Details" button becomes available that allows the user to view details of the selected petition. The following is an example of the Details of Selected Petition Screen.

   Note: If a user completes an application and then decides that the petition selected is incorrect, the County Office must:

- review the application (subparagraph B)

- on the Review Eligibility Screen, in the "Describe Reason(s)" block, ENTER "**County Office selected incorrect Petition**" (subparagraph C)

- refer the application to FAS for disapproval (subparagraph D)

- create a new application using the correct petition.

3   TAAF Application Process (Continued)

A   "New Application" Option (Continued)

After all entries have been completed, CLICK "**Add Application**". The following Application Details Screen will be displayed with the message, "Info: The new Application has been successfully created".

CLICK "**Back to Applications Main**" to **review** the application and answer the review questions.

TAAF Menu	State: Kansas County: Ford	Printer Friendly
Welcome, Erin Huston **User Role: FSA User**	**Application Details**	
Applications	**Info:** The new Application has been successfully created	
Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	**Application Number:** 20-057-00001 **Petition:** 2010888 - testing (0123) **Application Status:** Pending **Date Received:** Monday, February 14, 2011 **Applicant:** Any farmer **Applicant Address:** 1212 Any Street Anytown, ST 12345 **Preferred Contact Phone:** 123-456-7891 **Preferred Contact Email:** None Selected	
Other Functions	**Primary Training Alternate:** None Specified **Second Training Alternate:** None Specified	
Change County Logout of eAuth	**Refused Payment:** No, Applicant HAS NOT refused cash payments **County Office Email:** firstname.lastname@st.usda.gov	
	Edit Back to Applications Main	

3 TAAF Application Process (Continued)

B Reviewing Application Questions

The following TAAF Applications Screen will be displayed that allows the user to:

- review "**Details**" of the application
- "**Edit**" the application
- "**Review**" the application questions.

To review the application questions, next to the applicable petition, CLICK "**Review**".

Note: If the application has already been reviewed, "**Review**" will no longer be available and will be replaced with "**Event**" that allows the user to review the application status.

3   TAAF Application Process (Continued)

   B   Reviewing Application Questions (Continued)

The following Review Application Screen will be displayed that allows the user to answer the review questions. After all questions have been answered, CLICK "**Continue**".

3   TAAF Application Process (Continued)

B   Reviewing Application Questions (Continued)

The following Review Eligibility Screen will be displayed with the message, "Info: The Application's properties have been successfully updated".

3   TAAF Application Process (Continued)

C   Check Eligibility

To check the eligibility of the TAAF application, from the original Review Eligibility Screen, CLICK "**Check Eligibility**". The following Review Eligibility Screen will be displayed with the results of the eligibility check.

Applications that are approved, based on the eligibility check, can be approved. Applications that are **not** approved:

- will be displayed with the reasons for disapproval
- **must** be **referred to FAS** for **disapproval**.

Users have the option of stating any other reason for disapproval, with a description, for referral to FAS. In the "Describe Reason(s)" block, enter other reasons, as applicable.

Note: FAS will have the ability to accept the reasons for disapproval and incorporate them into the database used for the disapproval letters, when needed.

3   TAAF Application Process (Continued)

D   Refer to FAS

On the Review Eligibility Screen, when users CLICK "**Refer to FAS**", the following Application Events Screen will be displayed with the application status displayed as, "Referred to FAS". CLICK "**Details**" to view the details of the reasons for disapproval.
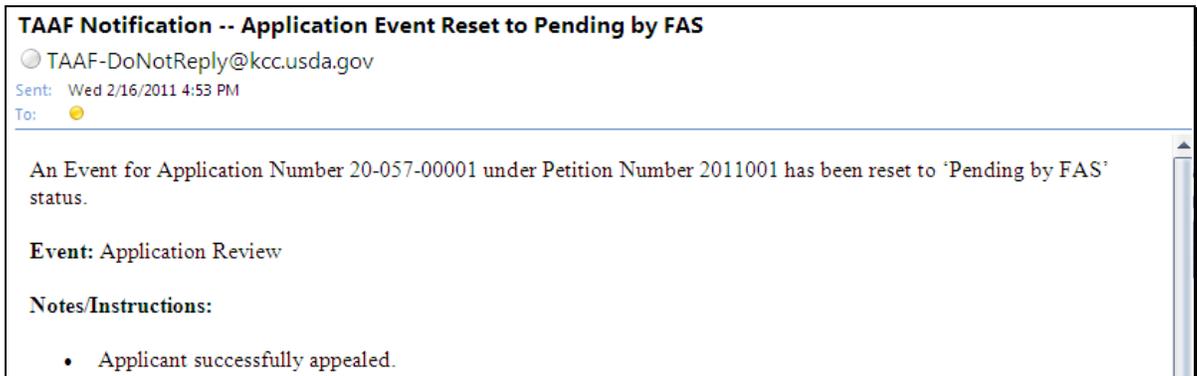
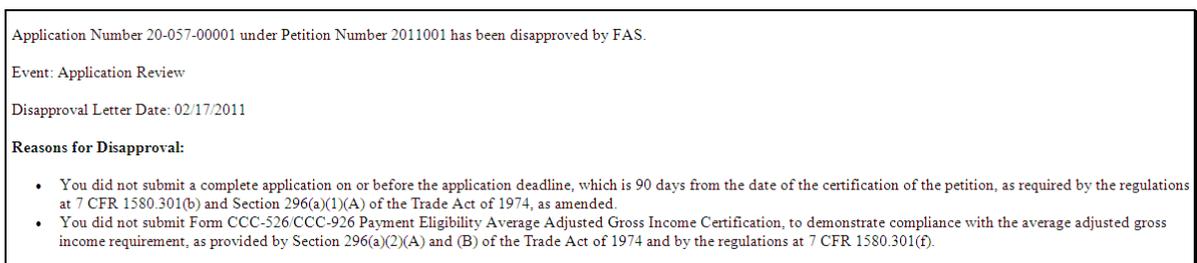## 3   TAAF Application Process (Continued)

E   Status Changes

The status of an application shall default to "Pending" when first entered. The status of an application can be changed by FSA State or County Offices, as follows:

- from "Pending" to "Approved", after a successful eligibility check

- from "Pending" to "Refer to FAS", after unsuccessful eligibility check or other disapproval reason entered during the application review

- from "Pending by FAS" to "Approved", after receiving notification from FAS

- from "Pending by FAS" to "Refer to FAS", after unsuccessful eligibility check or other disapproval reason entered during the application review.

FAS will change application status to "Pending by FAS" for applications in "Refer to FAS" status that need to be "Approved" by FSA State or County Offices. The County Office will receive the following automatic e-mail notification of status changes and then change status to "Approved".

If FAS disapproves an application in "Refer to FAS" status, the following automatic e-mail notification will be received by the County Office.

3   TAAF Application Process (Continued)

F   View Notifications

After logging into the TAAF Application software, the following message will be automatically displayed notifying the County Office when FAS changes the status of an application.

To view and manage notifications, under "TAAF Menu", "Other Functions", CLICK "**View Notifications**".

3   TAAF Application Process (Continued)

F   View Notifications (Continued)

The following Active Notifications Screen will be displayed with the following:

- date
- event
- notes/instructions to the County Office.

Note: If users CLICK "Dismiss", the notification will be **removed** from the "View Notification" list.

3   TAAF Application Process (Continued)

G   Editing Applications

To edit an application, under "TAAF Menu", "Applications", CLICK "**Applications Main**", then for the applicable application, CLICK "**Edit**". The following Edit Application Screen will be displayed that allows the user to edit the selected application, as needed, and CLICK "**Save**".

Important: County Office e-mails **must** be current to enable County Offices to receive TAAF e-mail notifications.

3   TAAF Application Process (Continued)

  G   Editing Applications (Continued)

  The following warning message will be displayed with the changes made and requesting the
  user verify changes to the application. After clicking "**OK**", the Application Details Screen
  will be redisplayed with the applicable edits.

  H   Reviewing Application Details

  To review application details, under "TAAF Menu", "Applications", CLICK "**Applications
  Main**", then for the applicable application, CLICK "**Details**". The following Application
  Details Screen will be displayed that allows the user to review application details. To print a
  printer friendly page, CLICK "**Printer Friendly**".

3   TAAF Application Process (Continued)

I   Search by Applicant

To search by applicant, under "TAAF Menu", "Applications", CLICK "**Search by Applicant**". The following SCIMS Customer Search Screen will be displayed that allows the user to search for applicant by the following:

- location
- type
- name
- tax ID
- other.

3   TAAF Application Process (Continued)

I   Search by Applicant (Continued)

After selecting a producer from SCIMS, the following TAAF Applications for Applicant Screen will be displayed with a list of TAAF applications for the selected applicant.

3   TAAF Application Process (Continued)

J   Disapproval Letters

To prepare the disapproval letter, under "TAAF Menu", "Applications", CLICK
"**Disapproval Letters**". The following View Disapproval Letters Screen will be displayed
that allows the user to select from a list of disapproval letters pending creation.

After selecting the applicable disapproval letters, CLICK "**Next**".

3   TAAF Application Process (Continued)

J   Disapproval Letters (Continued)

The following Disapproval Letters Screen will be displayed that allows the user to generate disapproval letters for disapproved applications.

To generate disapproval letters, CLICK "**Generate Letters**".

3   TAAF Application Process (Continued)

   J   Disapproval Letters (Continued)

The following dialog box will be displayed with the message, "**Do you want to open or save this file?**". Users shall CLICK "**Open**" or "**Save**" to open or save the disapproval letters in PDF format.
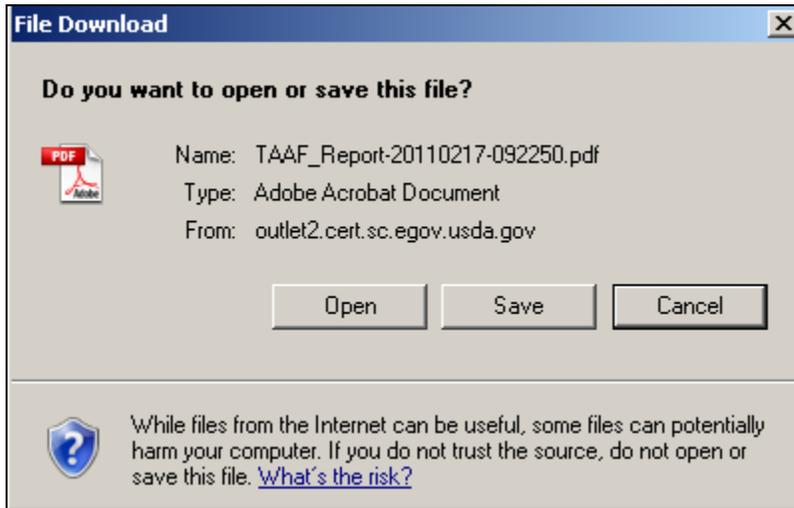
Note: After a disapproval letter has been generated, it will **not** be possible to generate the disapproval letter again. Users will have the ability to reprint disapproval letters that have already been generated, according to instructions provided in Notice PS-711.

3   TAAF Application Process (Continued)

K   Mailing Labels

To generate mailing labels, under "TAAF Menu", "Applications", CLICK "**Mailing Labels**". The following View Mailing Labels Screen will be displayed that allows the user to select from a list of mailing labels pending creation.

After selecting the applicable mailing labels, CLICK "**Next**".

Note: After a mailing label has been generated, it will **not** be possible to generate the mailing label again. Users should print or save the label, as applicable.

3   TAAF Application Process (Continued)

K   Mailing Labels (Continued)

The following Mailing Labels Screen will be displayed that allows the user to generate mailing labels for disapproval letters.

The following dialog box will be displayed with the message, "**Do you want to open or save this file?**". Users shall CLICK "**Open**" or "**Save**" to open or save the mailing labels in XLS format.

3   TAAF Application Process (Continued)

L   Change County

To change the county in a multi-county FSA Service Center, under "TAAF Menu", "Other Functions", CLICK "**Change County**". The following Select County Screen will be displayed that allows users to select from a list of available counties.

TAAF Menu	**Select County**		
Welcome, Erin Huston			
User Role: FSA User			
	DODGE CITY SERVICE CENTER		
	FORD COUNTY FARM SERVICE AGENCY		
	SERVICE CENTER OFFICE		

Select	County	State
⊙	Ford	Kansas

Submit

TAAF10COM11
Last Modified: November 22, 2010   Back To Top ^

4   Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected

A   Handling Application Information for Data Rejected During Initial Upload

Application information that PSD has been managing in the spreadsheets was loaded into TAAF software using the pipe-delimited text files that were sent to Kansas City.

A batch process was set up that:

- read the input records from all of the files provided

- created and reviewed every application that could be processed

- generated 1 text file for each input file, containing a list of all errors encountered during the process.

County Office users received notifications through the existing TAAF application processing software notification system, e-mail, and within TAAF, identifying applications that were required to be entered manually.

B   Batch Process Errors

The batch process could encounter 5 types of errors, as follow.

Error	Application Number	Notification	County Office Action
Formatting problem with input record.	Not reserved. Will be assigned when entered manually.	PSD will notify County Office of error.	Application **must** be entered manually.

4   Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected (Continued)

    B   Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
Input record's format is correct, but 1 or more of the following problems are encountered with the values contained in the record: • petition number specified does **not** match an existing TAAF petition • petition specified does **not** cover the State specified in the State FSA code • State/county FSA codes specified do **not** match a valid county • first 5 digits of the application number do **not** match the specified State/county FSA codes.	Not reserved. Will be assigned when entered manually.	PSD will notify County Office of failed record.	Application **must** be entered manually.
Petition number/application number combination exists.	Logged as a duplicate in TAAF database. Will be assigned when entered manually.	County Office will be notified automatically through TAAF.	Application **must** be entered manually.

4 Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected (Continued)

B Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action

The application cannot be created because an exact match **cannot** be found in SCIMS for the applicant information listed in the record. To be considered a match, the following fields **must** all match **exactly**:
 	
• "Last Name/Business Name"
 	
   Note: Assumed to be a:
 	
      • business name, if a first name is **not** specified
 	
      • last name, if a first name is specified.
 	
• "First Name", if specified
 	
• "Middle Name", if specified
 	
   Note: Must not be specified, if first name is not specified.
 	
• "Tax ID"
 	
• "Tax ID Type Code".
 	
For the following address fields, the match is against the address associated with the Customer's Legacy Link in the applicant's State/county:
 	
Note: If the applicant does **not** have a Legacy Link in that County, there is **no** match.
 	
• "Mailing Address"
 	
• "City Name"
 	
• "State Abbreviation"
 	
• "ZIP Code" (5-digit)
 	
• "ZIP Code Plus 4", if specified, and if the value given is not "0000" or "9999".
	"Reserved" in the database.	County Office will be notified automatically through TAAF.	Application can be re-entered using the same application number through the Correct Load Error Screen.

4   Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected (Continued)

    B   Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
Internal error was encountered during application review.	Created, but the application remains in a "Pending" status.	County Office will be notified automatically through TAAF.	County Office is notified that they need to enter the TAAF software to reprocess the review of the application.

       Note: To make sure that application numbers were correctly preserved, it was essential to prevent the first 3 error types in the input records. SCIMS match failures would result in County Offices having to re-enter the application data through the TAAF software, but the associated application numbers were preserved. When the batch process performed matching against SCIMS, spelling, spacing, and punctuation were all significant.

       Examples: "PO BOX 1234" will **not** match "P O BOX 1234", because of the extra space.

                             Capitalization is **not** important. "1234 Main St" will match "1234 MAIN ST".