

**For:** State and County Offices

**Instructions for Handling Trade Adjustment Assistance for Farmers (TAAF)  
2013 Disapproval Letters and Notifications**

**Approved by:** Deputy Administrator, Farm Programs



## 1 Overview

### A Background

FSA county and FAS national users receive e-mail notifications of status changes through the TAAF software. TAAF notifications are viewable by FSA county and FAS national users. Because of software issues with the e-mail transmittal, a large queue of undelivered TAAF e-mail notifications were **not** sent to County Offices.

The TAAF notifications process software has now been corrected. As a result of this software correction, some County Offices may have received TAAF notifications that have already been processed. County Offices will need to determine which notifications are obsolete, and process these according to instructions provided in this notice. County Offices can access and review these notifications in sequential order, by date, under the TAAF Notifications menu tab, located on the Trade Adjustment Assistance for Farmers (TAAF) Welcome Page.

In addition, County Offices may have received disapproval letter notifications on or after September 26, 2013, for letters that have **not** been mailed. County Offices shall follow instructions provided in this notice for disapproval letters that have **not** been mailed as of the date of this notice.

### B Purpose

This notice provides State and County Offices with instructions and guidance for handling 2013 TAAF software notifications and disapproval letters using the web-based TAAF application processing software.

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

## 2 TAAF Notifications Requiring Action

### A Disapproval Letter Notifications

County Offices that receive TAAF notifications informing that a participant has **not** completed their Initial Training, Initial Business Plan (IBP), or Long-Term Business Plan (LTBP) must generate a disapproval letter according to instructions provided in the notification by FAS. To provide appropriate appeal rights to applicants, these letters must be processed as soon as possible since the date of the letter will begin the 30-calendar-day appeal window.

**Important:** All 2013 TAAF e-mail notifications received with FAS instructions for processing disapproval letters that have **not** already been mailed shall be done so immediately. **No action shall be taken for any disapproval letters that have already been mailed.**

### B Initial Training Disapproval Letters

Based on reports generated from the TAAF software, a number of disapproval letters have **not** been generated or mailed for applicants who did **not** attend the required Initial Training. State and County Offices were instructed to wait for further instruction before processing disapproval letters for these events. FAS will mark these events as “Disapproved” again and provide a current letter date. The County Office will receive notification of the status change by FAS and must process the disapproval letter according to FAS instructions.

**Note:** FAS has updated the language that will be used in the disapproval letter for applicants who did **not** attend Initial Training. This update will be seamless to County Office users and require no additional instructions for processing disapproval letters. **Although the language in the letter has changed, no action shall be taken for Initial Training disapproval letters that have already been mailed.**

### C IBP and LTBP Disapproval Letters

As a result of the Government shutdown, County Offices may have received disapproval letter notifications for IBP or LTBP on or after September 26, 2013, for letters that may **not** have been mailed. County Offices shall access and review notifications, according to subparagraph 1 A, to ensure that all notifications have been processed accordingly.

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### 2 TAAF Notifications Requiring Action (Continued)

#### C IBP and LTBP Disapproval Letters (Continued)

Any notifications received with instructions to generate IBP or LTBP disapproval letters with a 2013 date, which have **not** been mailed as of the date of this notice, must be regenerated. When letters are regenerated, a current date must be used in the disapproval letter. Using a current date will provide due process for those applicants who may want to appeal.

If State Offices have questions on what date to use for the disapproval letters, contact Pete Burr by e-mail at **pete.burr@fas.usda.gov**. The following information must be included with the request for the current disapproval letter date.

State	County	Application Number	Petition Number	Event	Current Disapproval Letter Date	Reason for Disapproval

**Note:** This information may be obtained from the original disapproval letter notification.

After FAS disapproves the event again, providing a current date for the disapproval letter, the County Office will receive notification through the TAAF software and shall process them according to instructions provided by FAS.

#### D Additional Instructions

For additional instructions on:

- handling TAAF notifications, County Offices shall refer to instructions provided in Notice PS-709
- processing disapproval letters, County Offices shall refer to instructions provided in Notice PS-710, subparagraphs 3 J and K
- reprinting disapproval letters, County Offices shall refer to instructions provided in Notice PS-711. **County Offices must ensure not to resend disapproval letters that have already been sent.**

**2 TAAF Notifications Requiring Action (Continued)**

**E State Office Action**

State Offices shall ensure that County Offices are aware of the contents of this notice.

**F County Office Action**

County Offices shall comply with the instructions provided in this notice.

**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.

For questions about TAAF policy, State Offices shall contact Danielle Cooke, PSD, by either of the following:

- e-mail at **danielle.cooke@wdc.usda.gov**
- telephone at 202-720-1919.