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

For: State and County Offices

Processing Trade Adjustment Assistance for Farmers (TAAF) Program
Payments for FSA-229-1's in "Special Handling" Status

Approved by: Deputy Administrator, Farm Programs

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1 Overview

A Background

"Special Handling" applies to FSA-229-1's and other program events that occur for which FSA-229-1 status has been set to "Special Handling", and the event status has been set by FAS to "Pending by FAS". "Pending by FAS" indicates that an event status was, at some point, set to "Refer to FAS" or "Disapproved" and that FAS has reset such status based on:

- a decision by FAS to override the "Refer to FAS" status
- results of appeal to FAS
- results of appeal to any Court of Appeals.

Note: FSA-229-1 status can be set to "Special Handling" only by FAS; this may be done at any point for FSA-229-1's.

When FSA-229-1's are set to "Special Handling", any remaining events are automatically created in "Pending" status. The pre-existing events status for FSA-229-1 will remain. Each event can be approved in any order. If a payment event (4, 5, or 6) is approved in "Special Handling", no payment record is sent to the Common Payments Framework (CPF) or downstream to NPS. The actual payment will have to be completed outside of TAAF through Online Payment (OLP). Benefits are assigned to FSA-229-1 when any event from 2 to 6 is approved. When FSA-229-1 in "Special Handling" is approved from events 2 to 6, no other FSA-229-1 can be submitted for that applicant.

Note: Paragraph 2 provides updated instructions for processing FSA-229-1's in "Special Handling" status.

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

1   Overview (Continued)

B   Purpose

This notice provides State and County Offices with:

- instructions and guidance for processing TAAF **payments** in "Special Handling" status using OLP

- updated instructions for processing TAAF **FSA-229-1's** in "Special Handling" status using the TAAF software.

C   Processing TAAF Payments in "Special Handling" Using OLP

OLP is web-based software that will be used by TAAF software for processing payments in "Special Handling" status. TAAF payments are automated payments, but the automated processing provided by CPF does **not** support processing payments in "Special Handling" status (for example, court ordered payments, equitable relief, etc.). For processing TAAF payments using OLP, see 1-FI, subparagraph 61. OLP uses the SCIMS payee name and address information, and the Financial Services assignment, joint payment, and direct deposit information. The program codes and reference number requirements are as follows.

OLP Program Code	Accounting Program Year	Program Alpha Code
2787	2008	08TAAFAUTH
2787	2009	09TAAFAUTH
2788	2008	08TAAF2AUTH
2788	2009	09TAAF2AUTH

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software

   A   Notification

When FAS sets an FSA-229-1 status to "Special Handling", an automatic e-mail with instructions is generated and sent to the County Office for notification and processing. When County Offices go into the TAAF software to process FSA-229-1's that have been set to "Special Handling" by FAS, the following notification screen will be displayed. CLICK "**View Notifications**" under the Other Functions Menu.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

   A   Notification (Continued)

      The following is an example of the Active Notifications Screen that will be displayed.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

B   Selecting FSA-229-1's in "Special Handling" Status

County Offices shall then go to the TAAF Applications Main Menu and select FSA-229-1's in "Special Handling" status from the "Status" drop-down menu. CLICK "**Detail Display**" for the appropriate FSA-229-1.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C   Status Updates for "Special Handling"

The following is an example of the Application Details Screen that will be displayed for the selected FSA-229-1 in "Special Handling" status.

To view instructions when processing "Special Handling" FSA-229-1's, CLICK "**View Instructions**".

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

   C   Status Updates for "Special Handling" (Continued)

   The following is an example of the Special Handling Instructions Screen. After reviewing the instructions, CLICK "**Close Window**".

Special Handling Instructions

Application Number: 2010001-06-047-00001

Applicant appeal has been overturned. Update event 1 to approved status and process payment through On-Line Payments

Close Window

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2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

   C   Status Updates for "Special Handling" (Continued)

   After FSA-229-1 has been set to "Special Handling" by FAS, all events will become
   available in the Application Events list as shown on the following Application Events Screen.
   "Disapproved" or "Approved" statuses will remain as such and paid FSA-229-1's will remain
   paid and will **not** be canceled. The event status for applications in special handling must only
   be updated according to notification instructions.

   The following is an example of the list of events that will be displayed for the selected
   FSA-229-1 in "Special Handling" status.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C   Status Updates for "Special Handling" (Continued)

FSA-229-1's set to "Special Handling" by FAS do **not** go to "Regular" status if event 1 is put into "Pending" status. County Offices can; however, start a new FSA-229-1 under a different petition as long as there is no other FSA-229-1 in "Special Handling" or other status, with event 2 through 6 that is in "Approved" status.

Note: There can only be **one** FSA-229-1, regardless of FSA-229-1 status, for a given applicant and petition. If an applicant has already received benefits under another FSA-229-1, approval of any event (2 through 6) will **not** be permitted because of the existence of conflicting benefits.

All eligibility and other checks shall be completed **manually before** using OLP.

When FAS sets FSA-229-1 to "Special Handling", FAS user will enter detailed instructions about the specific "Special Handling" procedure required.

Example: Should a particular eligibility flag be ignored or should the payment be for some specific amount.

For other eligibility criteria that are **not** affected by the "Special Handling" of FSA-229-1, the County Office needs to confirm continued eligibility through the appropriate systems (Subsidiary Eligibility, etc.) before issuing the payment through OLP. If the applicant fails to meet 1 of the eligibility requirements that remain in force, the County Office should refer FSA-229-1 to FAS, checking the appropriate reason codes.

Payment limitation shall be checked separately and the payment amount reduced as applicable, **unless** specifically instructed by FAS to disregard such pay limits; such as complying with a court order to pay a specific amount.

Payment reductions because of direct attribution are to be applied manually, unless the reduction is because of the situation being overridden for FSA-229-1.

Example: FSA-229-1 had reason code 26, but FAS instructs the County Office to ignore that condition. However, 1 member of the entity is also flagged as "ineligible" because of AGI. The payment shall be reduced by that member's share.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

   C   Status Updates for "Special Handling" (Continued)

   When County Offices approve payable events for FSA-229-1's in "Special Handling", the system will **not** perform automated processing of the payment, including eligibility checks. Payment **must** be made through OLP.

   To update the event status for FSA-229-1's in "Special Handling", CLICK "**Update**" next to the applicable event on the Application Events Screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA status to 1 of the following:

   - "Approved"
   - "Pending by FAS"
   - "Referred To FAS".

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

   C   Status Updates for "Special Handling" (Continued)

When a payable event is set to "Approved" for a "Special Handling" FSA-229-1, the "Payment Amount" field will be displayed on the Edit Application Event Screen as follows. The County Office user **must** enter the amount that was paid to this applicant through OLP in the "Payment Amount" field **before** users CLICK "**Update Event**".

After "FSA Status" has been changed to "Approved", enter the amount that was paid to the applicant through OLP, and then CLICK "**Update Event**" to process the update.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C   Status Updates for "Special Handling" (Continued)

The following Edit Application Event Screen will be displayed with a "Message from webpage" dialog box to verify the updates. CLICK "**OK**". The Event Details Screen will be displayed.

2   Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

    C   Status Updates for "Special Handling" (Continued)

        The following is an example of the Event Details Screen displaying successful update. To continue, CLICK "**Back to Events List**".