

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-721

For: State and County Offices

**Instructions for Processing FY 2011 Trade Adjustment Assistance for Farmers (TAAF)
Supplemental True-Up Payments**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

An FY 2011 “True-Up” process has been performed by FAS and FSA that allows FSA County Offices to disburse additional payments to eligible applicants who received FY 2011 prorated payments. This process is also used for determining unused funds that will eventually be de-obligated and returned to Treasury. **Only** FAS will have authorization to update TAAF application and event statuses **after** True-Up has been performed for a respective FY.

Note: On Tuesday, May 6, 2014, Information Bulletin (IB) 6925 notified State and County Offices of system updates for processing FY 2011 TAAF True-Up payments.

The de-obligation process is complete and the remaining FY 2011 True-Up payments should now be in NPS and are ready for certification and signing.

B Completion Date

All TAAF FY 2011 True-Up payments currently in NPS shall be certified and signed as soon as possible. State Offices shall request eFMS allocations for processing OLP payments as soon as possible.

C Purpose

This notice provides State and County Offices with instructions and guidance for handling FY 2011 TAAF supplemental True-Up payments.

Disposal Date	Distribution
February 1, 2015 6-5-14	State Offices; State Offices relay to County Offices

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2 FY 2011 TAAF True-Up Payments

A Certify and Sign FY 2011 True-Up Payments

County Offices shall certify and sign FY 2011 True-Up payments in NPS as soon as possible.

B Processing Supplemental True-Up Payments for Applications in Special Handling

When an application was approved through “Special Handling”, the system will **not** perform automated processing of the payment. Therefore, FY 2011 supplemental True-Up payments, for applications in “**Special Handling**” status **must** be made through OLP. States and counties shall follow instructions provided in Notice PS-717, subparagraph 1 C for processing payments for applications in Special Handling status using OLP. OLP guidance is in 1-FI, Part 3.

C Special Handling Payments

If the approved FY 2011 Special Handling applicant completed both the Initial Business Plan (IBP) and the Long Term Business Plan (LTBP) and received the full payment amounts (\$971.37 for IBP and \$1942.74 for LTBP respectively) before the True-Up process, then the Special Handling application should get the full FY 2011 supplemental True-Up payment amounts in OLP (**\$463.21** for IBP and **\$926.42** for LTBP totaling **\$1389.63**) unless the County Office was instructed differently by FAS when the application was initially set to “Special Handling”. If the approved FY 2011 Special Handling applicant completed only the IBP (received only the \$971.37 payment before the True-Up process), then the Special Handling application should receive a True-Up payment through OLP in the amount of \$463.21.

When FAS initially set the application to “Special Handling”, FAS provided detailed instructions about the specific “Special Handling” procedure required. County Offices shall follow instructions provided by FAS accordingly.

2 FY 2011 TAAF True-Up Payments (Continued)

C Special Handling Payments (Continued)

Once payable amounts have been determined and before payments can be processed through OLP, State Offices must request eFMS allocations for payable events. Requests for eFMS allocations shall be submitted by e-mail to Danielle Cooke at **Danielle.Cooke@wdc.usda.gov**.

The TAAF software will **not** perform automated processing of the payment, including eligibility checks for approved payable events for applications in “Special Handling”. All eligibility and other checks **must** be completed **manually before** processing payments through OLP.

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 shall provide that information to FAS according to subparagraph D, with the appropriate disapproval reason.

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.

D Updating the TAAF Software for Payments Processed Through OLP

Since Special Handling payments are processed using OLP, the TAAF software will have no knowledge of payment amounts for the Special Handling applications paid through OLP. **Only** FAS has authorization to update TAAF application and event statuses **after** True-Up has been performed for a respective FY. Therefore after the FY 2011 True-Up payments are made in OLP, FAS will put the payment amounts in TAAF software for Special Handling applications for recording purposes. State Offices must provide the following payment information to Pete Burr at **Pete.Burr@fas.usda.gov** for each payable event.

ST/CO Code	Fiscal Year	Payee	Petition	Application	Payable Event	Event Status	Payment Amount	Disapproval Reason

2 FY 2011 TAAF True-Up Payments (Continued)

E Processing Supplemental True-Up Payments for Customers With Incorrect Banking Information

County Office must verify that customers have the correct banking information established in Financial Services before payments are made. If banking or address information is incorrect on the original disbursement, Treasury sends it back to FSA to correct and reissue the disbursement. This is new functionality that was implemented within NPS on May 1, 2014. Additional instructions are provided in 1-FI, Part 7, Section 4. The following is a quick overview of the process.

- TAAF payment made using current banking or address information from Financial Services. If payment is submitted to NPS using OLP, payment is certified and signed and the current banking/address information is pulled from Financial Services. Treasury disburses the payment.
- The banking and/or address information is incorrect and the disbursement is returned to FSA by Treasury.
- The returned item is then loaded to the ACH/Treasury Check Replacement Certification worklist in NPS. County Office will then have to determine what the correct banking or address information should be, update Financial Services (or SCIMS for the address), reset the payment within the worklist and then certify and sign the disbursement replacement.

Note: If payment is made through OLP, it is processed only once. The returned item does not go back through OLP.

3 State and County Office Action

A State Office Action

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

B County Office Action

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

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PECD, Program Delivery Branch (PDB), 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.