

For: State Offices

TAP LA Manual Payment Process

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Beginning in FY 2015, LA's historically used for NAP have been authorized to perform TAP field inspections to verify losses and practice completion as described in 1-TAP, paragraph 63.

Current software used to pay LA's needs to be modified to recognize TAP funding codes in the voucher process. In the interim, a manual payment process has been established to reimburse LA's for TAP inspections. All NAP-related LA reimbursements will continue to use the web-based LA management system.

B Purpose

This notice explains the manual payment process to reimburse LA's for TAP inspections.

2 Program Requirements

A Use Only Fully Certified LA's

Only fully certified LA's may be used for TAP during the manual payment process phase. After the payment process is automated, LA's **not** fully certified may assist and/or participate in TAP-related training.

B Training

Requiring specific TAP training for LA's will be a State Office-level decision. Verifying eligible causes of loss may differ in certain States and require specific training.

A State with TAP activity should consider reviewing TAP procedures with LA's at their annual update training meeting.

Disposal Date	Distribution
July 1, 2015 2-23-15	State Offices

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2 Program Requirements (Continued)

C Using FSA-449A and FSA-449B

To initiate the manual payment process for TAP, LA's shall complete FSA-449A and FSA-449B. FSA-449A has been modified to include TAP in item 1 and stand number in item 11.

Acceptable TAP inspection types for FSA-449A, item 8 include the following:

- "TAP-INT", initial inspection
- "TAP-FIN", final inspection
- "TAP-PWK", paperwork
- "TAP-TRN", training
- "TAP-TRV", travel.

Approving officials should verify matching stand numbers on CCC-899, item 7 and FSA-449A, item 11.

D State Office Role

SED or State Office representative trained in loss adjustment are the **only** persons authorized to sign FSA-449A, item 23A during the manual payment process phase.

E Manual Payment Process

The Online Payment (OLP) application will be used to issue manual TAP LA inspection payments. Follow procedures in 1-FI, Part 3 for instructions for the OLP application using the following payment data.

Field	Payment Data
Program Code for inspection types: <ul style="list-style-type: none">• "TAP-FIN"• "TAP-INT"• "TAP-PWK"• "TAP-TRN".	15NATAPLAC
Program Code for inspection type, "TAP-TRV".	15NATAPLACTRVL
Agreement Number.	0001
Note: "AG" is the reference code.	

Note: These manual program codes are temporary and will **not** be available to issue payments when the TAP LA payment software is available.

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2 Program Requirements (Continued)

F Funds Control

A separate eFund account will be established for the TAP manual payment process. No initial allotment amount or reserve will be provided to State or County Offices. State Offices shall request eFunds from the National Office to issue these manual payments.

After approving FSA-449A, SED or State Office representative shall submit a request for funds to the National Office by submitting an e-mail to **all** of the following National Office employees:

- **lenior.simmons@wdc.usda.gov**
- **alison.groenwoldt@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**.

National Office employees will allocate funds to the County Office.

G Prompt Payment

The prompt pay due date is 30 calendar days after the later of the following:

- date LA signs, dates, and submits a properly completed FSA-449A and **all** required documentation for payment
- date disputed FSA-449A is adjudicated.

3 Action

A State Office Action

State Offices shall ensure that County Offices realize:

- LA's may perform TAP inspections
- a manual payment process exists until software can be developed to pay LA's for TAP inspections.