FSA
HANDBOOK

Tree Assistance Program for 2008 Through 2011 Crop Years

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-TAP
(Revision 3)

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

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Farm Service Agency
Washington, DC 20250

Tree Assistance Program for 2008 through 2011 Crop Years 1-TAP (Revision 3)	**Amendment 2**

Approved by: Deputy Administrator, Farm Program

Amendment Transmittal

A Reasons for Amendment

Subparagraph 154 A has been amended for clarity.

Part 11 has been added to provide instructions for processing 2008-2011 TAP payments.

Page Control Chart		
TC	**Text**	**Exhibit**
3 4 (add)	1-1, 1-2 6-5, 6-6 10-211 11-1 through 11-58 (add)	1, page 1 page 2 (add) 3, page 1

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3 Menu and Screen Index

Part 1 Handbook Purpose and Responsibilities

1 Handbook Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for TAP authorized under the 2008 Act and implemented by DAFP through PECD.

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
TAP appeals	1-APP.
State and County Office records operations	25-AS.
signatures, power of attorney, name and address, controlled substance, deceased individuals, or closed estates	1-CM.
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acreage reporting or compliance	2-CP.
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AGI/payment limitation or person determinations for 2008	1-PL.
eligibility flags or payment limitation allocations	2-PL.
web-based subsidiary files	3-PL.
AGI/payment limitation for 2009 and subsequent years	4-PL.

2 Authority

A Statutory Authority and Funding

The 2008 Act (Pub. L. 110-246):

- authorized TAP
- Sections 12033 and 15101, authorized the Secretary of Agriculture to assist eligible orchardists and nursery tree growers who incurred tree mortality in excess of 15 percent, adjusted for normal mortality, because of an eligible natural disaster (see Exhibit 2 for definition)
- authorized payments for eligible orchardists and nursery tree growers who produce nursery, ornamental, fruit, nut, or Christmas trees for commercial sale and actually replant or rehabilitate eligible trees, bushes, and vines.

TAP will be administered by FSA, using funds from the Agricultural Disaster Relief Trust Fund, established under Trade Act of 1974, Section 902, as amended by the 2008 Act.

B Regulatory Authority

The general eligibility provisions for the supplemental agricultural disaster assistance programs authorized by the 2008 Act, including TAP, published at 7 CFR Part 760, Subpart B, specify administration of TAP, general requirements for an eligible producer, RMPR, payment limitations, and other generally applicable requirements. The regulations specific to TAP are published at 7 CFR Part 760, Subpart F.

2 Authority (Continued)

C Regulatory Reference

The following table provides the regulatory references that contain the general eligibility provisions for TAP.

General Eligibility Provision	Regulatory Reference
Applicability and general statement.	7 CFR 760.101
Administration.	7 CFR 760.102
Eligible producers on a farm.	7 CFR 760.103
RMPR.	7 CFR 760.104
Waiver for certain crop years; buy-in.	7 CFR 760.105
Equitable relief.	7 CFR 760.106
SDA, LR, or BF.	7 CFR 760.107
Misrepresentation and scheme or device.	7 CFR 760.108
Appeals.	7 CFR 760.109
Offsets, assignments, and debt settlement.	7 CFR 760.110
Records and inspections.	7 CFR 760.111
Refunds, joint and several liability.	7 CFR 760.112
Minors.	7 CFR 760.113
Deceased individuals or dissolved entities.	7 CFR 760.114
Payment limitation.	7 CFR 760.115
Miscellaneous.	7 CFR 760.116

3 Internal Operating Guidelines

A Limitations

To the extent that more than 1 particular handbook provision appears to apply, the provisions that are the most restrictive on benefits or eligibility apply.

This handbook constitutes FSA's internal operating guidelines issued by the Deputy Administrator for carrying out the provisions of regulations. Handbook provisions are considered interpretive of regulations. Whenever an unintended conflict appears to exist between any handbook provisions and the pertinent applicable Federal regulations, regulations apply.

B Modifying Provisions

Provisions in this handbook shall **not** be revised without prior approval from the National Office.

Important: Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

4 Outreach

A General Information

Every attempt shall be made to timely notify and publicize TAP to all potential participants.

Special emphasis shall be made to disseminate the information to potential participants who are minorities, disadvantaged, under-served, or under-represented.

B State Office Responsibilities

State Offices shall, through the State Outreach Coordinator, make every attempt to ensure that correct and timely notification is provided appropriately at both the State and county levels.

A list of minority organizations in the State, for reference in disseminating disaster program information to minority groups, shall be maintained. The list shall include organization names, addresses, and names of the contact person. This list should consist of at least the following:

- American Indian organizations
- Alaska Native organizations
- Historically Black colleges and universities (1890 colleges and universities)
- Native American community colleges
- minority and ethnic newspapers and radios
- organizations for the handicapped
- organizations for the aging.

Ensure that the lists are mailed to County Offices to assist with disseminating TAP information.

4 Outreach (Continued)

C County Office Responsibilities

County Offices shall make every attempt to ensure that correct and timely notification is provided to potential participants by:

- fact sheets, TAP leaflets, newsletters, and print media in general circulation in the county or area
- town or general meetings
- radio, television, and video that have general coverage in the county or area.

Note: County Offices shall review and use State lists for applicable contacts in the area.

County Offices shall maintain a list of civic, agri-business, and special interest organizations functioning at the county level for reference in disseminating TAP information. County lists should include a minimum of the following:

- farmer or rural organizations, such as Ruritan Clubs, Future Farmers of America (FFA), etc.
- minority churches and ministers
- minority organizations and coalitions, such as National Association for the Advancement of Colored People (NAACP), etc.
- county minority and ethnic newspapers and radio stations
- women's groups
- adult farm management educators, such as the National Institute of Food and Agriculture (NIFA) and agri-businesses, especially if minority-owned.

4 Outreach (Continued)

D Notifications

State and County Offices shall use the lists in subparagraphs B and C to assist in ensuring that information is disseminated to all producers. TAP information **must** be publicized by mailings; meetings shall be held when possible and where feasible. When preparing to speak to minority groups, consider a location accessible and preferable for the group.

State and County Offices shall ensure that minority members and advisers are:

- fully informed on TAP matters
- fully used for input of minority needs and contacts
- requested to speak to minority groups or to accompany CED, DD, or other officials when speaking to minority groups.

E Documentation

Extensive documentation of outreach efforts is **required**. STC shall document specific guidance given to County Offices and efforts made at the State level about outreach activity.

COC shall document efforts made at the county level whether performed singularly or in conjunction by the County Office with the minority adviser, DD, or State Outreach Coordinator.

A copy of the following shall be included in the primary TAP file:

- all letters, notices, news articles, radio programs, county or ethnic group meetings, and attendance data
- documentation by COC or STC that **must** include whether the effort is considered a minority or under-served/under-represented contact.

5 Responsibilities

A STC Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, STC's shall:

- direct the administration of TAP
- establish maximum payment rates when they are lower than DAFP-established rates
- establish normal mortality rates
- ensure that State and County Offices follow TAP provisions
- thoroughly document all adverse actions in STC meeting minutes
- handle suspected fraud cases according to applicable procedure
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- review and document in STC minutes, all FSA-899's approved or disapproved for State Office employees, COC members, CED's, County Office employees, and their spouses
- require reviews to be conducted by STC representative to ensure that TAP is implemented according to TAP provisions.

Note: STC may establish additional reviews to ensure that TAP is administered according to these provisions.

5 Responsibilities (Continued)

B SED Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, SED's shall:

- ensure that County Offices follow TAP provisions
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure that DD's conduct required reviews according to subparagraph A

  Note: SED may establish additional reviews to ensure that TAP is administered according to these provisions.

- ensure that **all** County Offices publicize TAP provisions according to paragraph 4
- immediately notify the National Office of software problems, incomplete or incorrect procedures, and specific problems or findings.

SED equitable relief authority in 7-CP applies to TAP.

C DD Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, DD's shall ensure that COC's and CED's carryout TAP provisions as follows:

- conduct reviews according to subparagraph A and any additional reviews established by STC and SED
- provide SED with a summary report of all reviews
- ensure that County Offices publicize TAP provisions.

5 Responsibilities (Continued)

D COC Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, COC's shall:

- fully comply with all TAP provisions
- ensure that CED fully complies with all TAP provisions
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- thoroughly document all adverse actions taken in COC minutes

  Important: All of the following **must** be thoroughly documented for **all** TAP determinations made by COC:

  - all factors reviewed or considered
  - all documentation reviewed
  - references to applicable handbooks, notices, and regulations
  - all sources of information obtained for review or consideration.

- ensure that applicants receive complete and accurate TAP information

  Note: TAP information may be provided through the following:

  - TAP leaflets, newsletters, and print media
  - meetings
  - radio, television, and video
  - County Office visits.

- handle suspected fraud cases according to applicable procedure

5 Responsibilities (Continued)

D COC Responsibilities (Continued)

- ensure that TAP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including, but not limited to, the following:

  - RMPR
  - basic participant eligibility criteria
  - general data required to complete FSA-899.

E CED Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, CED's shall:

- follow all TAP provisions

- ensure that County Office employees fully comply with all TAP provisions

  Note: CED may delegate approval authority to PT's for approval on routine cases, but PT's shall **not** disapprove FSA-899's.

- handle appeals according to 1-APP and 7 CFR Parts 11 and 780

- ensure that modifications to data provided by the applicant are **not** made unless the applicant initials and dates the modifications

- ensure that a second party review is conducted before FSA-899 approval or disapproval

- immediately notify SED, through DD, of software problems and incomplete or incorrect procedures

- ensure that general provisions and other important items are publicized according to paragraph 4 and subparagraph D.

F PT Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 760, Subpart F, PT's shall:

- follow all TAP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that applicants receive complete and accurate information.

6-30 (Reserved)

Part 2 General Eligibility Requirements

31 General Eligibility Requirements

A TAP Assistance

TAP provides disaster assistance to eligible orchardists and nursery tree growers to replant or rehabilitate trees, bushes, and vines that were lost or damaged because of an eligible natural disaster. TAP applies to orchardists and nursery tree growers who commercially raise perennial trees for production of an annual crop and sustain tree deaths in excess of 15 percent after adjustment for normal mortality. TAP authorizes payments to eligible orchardists and nursery tree growers who actually replant or rehabilitate eligible trees, bushes, and vines and who produce nursery, ornamental, fruit, nut, or Christmas trees for commercial sale. To be eligible for TAP, an eligible owner of trees, bushes, or vines, or a contract grower with a claim to ownership share in the crop, **must** have been located in an administrative county affected by an eligible natural disaster.

Note: A marketing or production contract grower **must** have production history for commercial purposes on planted or existing trees. Any questions on the eligibility of a grower's marketing or production contract should be referred to the appropriate OGC regional attorney.

Eligible tree losses must have occurred on or after January 1, 2008, and before October 1, 2011.

B Agricultural Disaster Relief Trust Fund

TAP is administered by FSA using Treasury funds from the Agricultural Disaster Relief Trust Fund, established under Trade Act of 1974, Section 902, as amended by the 2008 Act.

C RMPR

To meet RMPR under TAP, producers **must** do the following:

- for insurable commodities, excluding grazing, obtain a policy or plan of insurance for each crop, type, and intended use on the farm

- for each noninsurable commodity by crop, type, and intended use, excluding grazing, file the required paperwork and pay the administrative fee by the applicable State application closing date for NAP.

Note: The trees, bushes, and vines that are eligible for TAP, except for Christmas trees and nursery, are **not** required to have a policy or plan of insurance or NAP; however, the crop from the tree, bush, or vine **must** be covered to meet RMPR.

Farm means, for determining TAP eligibility, **all** crop acreage in **all** counties that a producer planted or intended to be planted for harvest for normal commercial sale.

31 General Eligibility Requirements (Continued)

D Purchase Requirements

To be considered to have obtained at least the minimum level of insurance under TAP, a producer **must** obtain a plan of insurance with not less than 50 percent yield coverage at 55 percent of the insurable price for each crop planted, or intended to be planted, for harvest on the farm.

According to RMPR, producers are required to timely purchase, at a minimum, CAT and/or NAP coverage for **all** crops to be eligible for TAP.

Notes: Producers are **not** required to purchase Pilot Program insurance coverage to meet RMPR.

Forage crops intended for grazing are excluded from RMPR.

E Authorized Waivers

Since sale closing dates for CAT and application closing deadlines for NAP already passed for the 2008 crop year, the 2008 Act (Pub. L. 110-246), the Technical Corrections (Pub. L. 110-398), and ARRA (Pub. L. 111-5) provided several RMPR waivers, as follows:

- Buy-In 1
- Buy-In 2
- Equitable Relief
- SDA/LR/BF.

31 General Eligibility Requirements (Continued)

F Buy-In 1 Waivers

Generally, producers are eligible for TAP **only** if they have obtained either crop insurance or NAP coverage for all crops on all farms in all counties where they have a share interest and risk in producing the crop.

For the 2008 crop year **only**, the 2008 Act provided a waiver to producers of an insurable or noninsurable commodity that did not obtain a policy or plan of insurance or NAP coverage, so that they could buy-in or be waived in to be eligible for TAP.

To meet RMPR, producers were allowed to pay a buy-in fee in an amount equal to the applicable CAT fee and/or NAP fee for crops that did not have either a crop insurance policy or NAP coverage by **COB September 16, 2008**.

G Buy-In 2 Waivers

ARRA authorized an additional waiver that allowed producers another opportunity to pay a buy-in fee for 2008 eligibility.

To meet RMPR, producers were allowed to pay a buy-in fee in an amount equal to the applicable CAT fee and/or NAP fee for those crops that did not have either a crop insurance policy or NAP coverage by **COB May 18, 2009**.

All producers who elected to pay the buy-in fee for a crop under Buy-In 2 had to agree to obtain a policy or plan of insurance for that crop at least at the 70/100 coverage level for each insurable commodity for the next available insurance year for which a policy is available.

Producers who purchased insurance coverage in 2009:

- at or above the 70/100 coverage level for the crop for which a buy-in fee was paid will be considered as having met this requirement

- below the 70/100 coverage level for the crop for which a buy-in fee was paid will be required to purchase at least the 70/100 coverage level for the subsequent year.

For each noninsurable commodity, the producer shall be required to pay the administrative fee by the applicable State application closing date for NAP for the next year that NAP is available.

Note: Producers who purchased NAP coverage for 2009 for the crop for which a buy-in fee was paid will be considered as having met the linkage requirement.

31 General Eligibility Requirements (Continued)

H Equitable Relief Waivers

If a producer was unable to obtain a policy, plan of insurance, NAP coverage, and/or pay the buy-in fee by the applicable deadlines, and the producer showed good faith, the producer may be granted equitable relief. If the producer is granted equitable relief, then the producer is considered to have met RMPR. See paragraph 32 for additional information.

I SDA/LR/BF Waivers

Producers who meet SDA, LR, or BF requirements, as defined in Food, Agriculture, Conservation, and Trade Act of 1990, Section 2501(e) (7 U.S.C. 2279(e)), do **not** have to meet RMPR and; therefore, are **not** required to pay the buy-in fee.

J RMA Insurance Exceptions

Producers will be considered in compliance with RMPR if their share in a crop is insured based on 1 of the following RMA crop policy rules.

- **Husband/Wife** – Either spouse insures all interest in the crop under one policy.

- **Landlord/Tenant** – Either the landlord or tenant may insure both parties' share with permission of the other party.

- **Landlord Undivided Interest** – Land is jointly and severally owned with 1 person being the responsible person.

- **Joint Ventures** – One of the member's TIN is used to insure the entire interest of the joint venture with all members agreeing and signing the policy.

  Note: This does **not** apply to corporations or any other entities with members.

- **Revocable Trusts** – An individual beneficiary's or grantor's TIN is used to insure the entire interest of the revocable trust. Documentation may include a copy of the statement advising where the authority can be found.

- **DBA** – A producer with TIN for DBA with only the individual as sole proprietor can insure using DBA's TIN. If DBA has substantial beneficial interest other than the individual, then DBA is **not** eligible for the exception.

- **Transfer of Indemnity** – A producer's share is insured under a policy purchased by another individual that transfers the insurance coverage to the producer. The original insured individual transfers the insurance coverage to another person. RMA may provide FSA with the original insured's TIN because only the crop insurance companies maintain transfer information. The producer **must** provide proof of transfer from their crop insurance agent.

32 Equitable Relief for 2008

A Overview

The 2008 Act provided equitable relief in 2008 to eligible producers who failed to meet 2008 RMPR for TAP, because most sales closing dates for crop insurance and application closing dates for NAP occurred before the enactment.

Note: STC has authority to grant equitable relief on a case-by-case basis for producers who missed the 2008 deadline for obtaining coverage. Requests for relief filed after February 16, 2009, **must** be submitted to DAFP for approval.

B Extent of Equitable Relief

Equitable relief may be granted on a case-by-case basis, to an eligible producer who failed to meet 2008 RMPR when the determination has been made that the producer made a good faith effort to comply, and when 1 of the following situations occurred:

- producer was unable to pay the 2008 buy-in fee for the crop by the September 16, 2008, deadline and the sales closing date for crop insurance or application closing date for NAP crops had passed
- producer was late-planting a crop because of weather-related causes
- actual use of the crop, which differs from the intended use, is uninsurable.

Note: See 7-CP, paragraph 63, to determine whether a producer made a good faith effort.

C Equitable Relief Not Granted

Equitable relief shall **not** be granted to a producer who failed to meet 2008 RMPR because of any of the following reasons:

- producer intentionally chose **not** to insure a covered crop under RMA or NAP
- a lack of good faith in reporting acreage or production
- ineligibility determinations were rendered under RMA or NAP regulations
- producer was prohibited from insuring acreage because the producer did **not** timely pay the crop insurance premiums in a prior year
- relief request was after February 16, 2009, when STC authority was suspended according to subparagraph H.

32 Equitable Relief for 2008 (Continued)

D Equitable Relief Requests

Equitable relief requests **must** be initiated by the participant.

E Applicable Equitable Relief Fees

Producers granted relief for **not** meeting 2008 RMPR may pay a $100 per crop administrative fee.

The administrative fee is $100 per crop, but **not** more than either of the following:

- $300 per producer per administrative county
- $900 total per producer for all counties less any previously paid fees for CAT and/or NAP.

F STC Action

STC's shall:

- review each request for equitable relief and clearly document in STC minutes the justification for granting or denying equitable relief
- include the following information in STC minutes when recommending or denying equitable relief:
  - producer's name
  - TAP year
  - TAP crop
  - action taken by the producer
- forward request to DAFP.

G COC Action

COC shall:

- review each equitable relief request and clearly document the justification for recommending equitable relief, along with all supporting documentation to STC
- document the justification for recommending equitable relief in COC minutes according to 7-CP, subparagraph 82 C **before** submitting equitable relief cases to STC.

32 Equitable Relief for 2008 (Continued)

H Suspension of Equitable Relief for 2008

ARRA authorized an additional waiver for a second buy-in. This waiver allowed producers another opportunity to pay a buy-in fee to be eligible for TAP.

Since producers were given a second opportunity to pay a buy-in fee to meet 2008 RMPR, all STC relief provisions were suspended beginning February 17, 2009.

Note: State and County Offices shall follow 7-CP for submitting equitable relief cases to DAFP.

33-60 (Reserved)

Part 3 FSA-899's, Reimbursements, and Qualifying Losses

61 FSA-899, TAP Application for Assistance

A Filing FSA-899's

To apply for TAP benefits, applicants shall file an automated FSA-899 (paragraph 286) in their administrative County Office that maintains their farm records for the agricultural operation by crop type, stand, and producer share.

Applicants who suffered eligible tree, bush, and vine losses:

- during calendar years 2008 and/or 2009, and 2010, **before** May 7, 2010, must file FSA-899 and supporting documentation no later than July 6, 2010

- **after** May 7, 2010, must file FSA-899 and supporting documentation **within 90 calendar days** from the following:

  - occurrence of the disaster event
  - date when the loss of trees, bushes, or vines became apparent to producer.

Applicants who suffer multiple losses during the calendar year may file multiple FSA-899's for payment.

Applicants must certify and provide adequate proof that the losses were the direct result of an eligible natural disaster.

Notes: Applicants must be active in SCIMS with a legacy link to the administrative county accepting FSA-899 to apply and receive benefits under TAP.

Applicants must be active on a farm in the administrative county accepting FSA-899 to apply and receive benefits under TAP.

If an applicant is not in SCIMS with a legacy link to the administrative county accepting FSA-899, do the following:

- add the applicant to SCIMS
- create the legacy link according to 1-CM.

61 FSA-899, TAP Application for Assistance (Continued)

A Filing FSA-899's (Continued)

Each eligible applicant with a share interest in the stand **must** complete and sign a separate FSA-899 for their share of the benefits.

Example: John Brown incurred eligible fruit tree losses and has the following interests in 2 counties that are administered in Jefferson County:

- 50-50 share with Bob Brown in the B and B General Partnership; the general partnership has a permanent TIN and owns citrus groves in Jefferson County
- 100 percent individual owner of pecan trees in Jefferson County
- 25-75 share owner of huckleberry bushes with Jane Brown in Jefferson County; John Brown and Jane Brown have separate TIN's and jointly own the bushes on a 25-75 percent share
- 100 percent of a stand of citrus trees in De Soto County.

The following five FSA-899's would be submitted in Jefferson County, assuming all applicants file FSA-899, and none of the applicants have any other fruit tree interests:

- one FSA-899 for B and B General Partnership for 100 percent share of the citrus trees in Jefferson County
- one FSA-899 for John Brown for 100 percent interest in the pecan stand in Jefferson County for 100 percent share
- one FSA-899 for John Brown for 25 percent interest in the huckleberry bushes operation in Jefferson County he shares with Jane Brown
- one FSA-899 for Jane Brown for 75 percent share of the citrus grove in Jefferson County she shares with John Brown
- one FSA-899 for John Brown with 100 percent share of the citrus grove physically located in De Soto County, but administered in Jefferson County.

61 FSA-899, TAP Application for Assistance (Continued)

B Completing FSA-899's

Complete FSA-899 according to the following:

- Parts A, B, and C are to be completed when FSA-899 is submitted
- Part D is to be completed following COC's or authorized FSA official's field visit to verify cause of loss and determine trees/acres in stand according to paragraph 63
- COC or designated representative shall then approve or disapprove the information entered in Part D, by signing Part E
- Part F is to be completed, and signed by applicant, after the applicant completes all practices and submits cost documentation for all components of the completed practices; receipts should include individual component cost indicating total cost for each practice, the date, and vendor's name and location
- COC or designated representative shall then approve or disapprove FSA-899, and sign Part G.

  Note: The signature date and approval date shall be entered in the automated system **only** after the actual cost data is entered and FSA-899 is ready for payment.

61 FSA-899, TAP Application for Assistance (Continued)

C Signing and Certifying FSA-899's

When signing FSA-899, item 17A the applicant is:

- applying for TAP benefits for the applicant listed on FSA-899, item 2A
- certifying **all** of the following:
  - all trees, bushes, or vines entered on FSA-899 were planted for commercial purposes, and were lost and/or damaged because of an eligible natural disaster
  - applicant owns eligible trees, bushes, or vines
  - all information on FSA-899 and all supporting documents provided are true and correct
  - all benefits received under any other Federal disaster payment program for the same loss has been or will be refunded, as applicable (paragraph 154)
  - applicant met the applicable RMPR on all eligible crops that applicant shares risk in producing crop on the farm, or if applicant has **not** met RMPR, applicant was approved for waiver as SDA, LR, or BF

  Note: FSA-899's may be disapproved if information or evidence is false or in error, and other sanctions or penalties may apply.
- authorizing FSA officials to:
  - enter on, inspect, and verify **all** applicable acreage where the applicant has an interest for the purpose of confirming accuracy of the information provided
  - review, verify, and authenticate all information provided on FSA-899 and supporting documents.

D Signature Requirements

Follow 1-CM for signature requirements.

61 FSA-899, TAP Application for Assistance (Continued)

E Deleting FSA-899's

County Offices shall not delete any signed FSA-899 unless the applicant withdraws FSA-899 **before** the end of the application deadline.

Note: For succession-in-interest, a new FSA-899 **must** be initiated for the successor, and FSA-899 for the predecessor **must** be deleted.

If an applicant wants to withdraw a signed FSA-899, the applicant must write "**Withdrawn**" on the hardcopy FSA-899, initial, and write the date next to "**Withdrawn**". County Offices shall then delete FSA-899 from the automated system (paragraph 288).

F Acting on FSA-899's

COC or CED **must** act on all completed FSA-899's submitted.

Note: CED may delegate approval authority to PT's for routine cases. PT's shall **not** be delegated authority to disapprove any FSA-899's.

Before approving FSA-899, Part G, the approving official **must** ensure that **all** eligibility requirements are met, a field visit has been completed according to paragraph 63, and the approving official is satisfied with **all** of the following:

- applicant sustained **tree deaths** in excess of 15 percent after adjustment for normal mortality
- stand is eligible according to paragraph 151
- applicant is considered an eligible owner according to paragraph 91

61 FSA-899, TAP Application for Assistance (Continued)

F Acting on FSA-899's (Continued)

- loss occurred because of an eligible disaster
- acres and trees destroyed and damaged are determined
- all signature requirements on FSA-899, Part F are met
- all practices claimed for payment on the stand are complete
- all documentation is provided in support of payment
- all signature requirements are met.

If all TAP eligibility requirements are **not** met, or it is determined that the information on FSA-899 or any additional supporting documentation provided by the applicant is **not** accurate or justifiably reasonable, the following actions shall be taken:

- disapprove FSA-899
- notify the applicant of disapproval
- provide the applicant applicable appeal rights according to 1-APP
- thoroughly document reasons for disapproval in COC minutes, if disapproved by COC.

62 Reimbursement and Qualifying Losses

A Eligibility Overview

TAP provides assistance to eligible orchardists and nursery tree growers to replant and rehabilitate trees, bushes, and vines that were lost and damaged because of an eligible natural disaster.

Important: An individual stand that did not sustain a mortality loss is **not** eligible for payment regardless of the amount of damage sustained.

B Eligibility for TAP for Producers Who Planted Trees

Eligible orchardists or nursery tree growers who planted trees for commercial production, but lost the trees because of an eligible natural disaster, may be reimbursed for the cost of replanting trees and/or rehabilitating trees damaged, in excess of 15 percent mortality or damage (adjusted for normal tree mortality or damage), as follows:

- for replanting and the cost of seedlings or cuttings, for tree, bush, or vine replacement the lesser of either of the following:
    - 70 percent of the actual total cost of the practice
    - total amount calculated using rates established by DAFP for the practice
- for the cost of pruning, removal, and other costs incurred for salvaging existing trees, bushes, or vines, or in the case of mortality, to prepare the land to replant trees, bushes, or vines, the lesser of either of the following:
    - 50 percent of the actual cost of the practice
    - amount calculated using rates established by DAFP for the practice.

C Eligibility for TAP for Producers Who Did Not Plant Trees

Eligible orchardists or nursery tree growers that have a production history for commercial purposes on planted or existing trees, but lost the trees because of an eligible natural disaster, may be eligible for TAP on lost and damaged trees, if **both** of the following are true:

- tree mortality exceeds 15 percent (adjusted for normal mortality)
- tree damage exceeds 15 percent (adjusted for normal tree damage).

62 Reimbursement and Qualifying Losses (Continued)

C Eligibility for TAP for Producers Who Did Not Plant Trees (Continued)

If there is tree damage, tree loss (mortality plus normal mortality) **must** be met **before** eligibility for tree damage can be determined. Cost eligibility for pruning, removing, and other costs incurred for salvaging existing trees or, for tree mortality, to prepare the land to replant trees, shall be the lesser of the following:

- 50 percent of the actual total cost of the practice
- total amount calculated using rates established by DAFP for the practice.

Note: Losses from different stands with the same crop type will **not** be averaged to determine loss eligibility.

D Determining Losses Without Physical Evidence

If physical evidence of the lost trees, bushes, or vines no longer exists, the owner must provide acceptable evidence for COC to determine the eligible trees, bushes, or vines existed and were lost on each stand because of the approved disaster condition. Acceptable evidence may include the following:

- receipts for the original purchase of the eligible trees, bushes, or vines where TAP is requested

- documentation of labor and equipment used to plant or remove the eligible trees, bushes, or vines that were lost

- chemical, fertilizer, or other related receipts to substantiate the existence of the eligible trees, bushes, or vines.

Note: County Office employees shall conduct a field visit and determine all tree losses and acres on FSA-899, Part D, when physical evidence is available. Only the trees lost and damaged because of the specific disaster event are eligible for reimbursement.

E Ineligible Trees, Bushes, or Vines

See Exhibit 2 for the definitions of trees, bushes, or vines.

The following are examples of trees, bushes, or vines **not** eligible for TAP:

- trees grown for pulp or timber
- other trees, bushes, or vines **not** grown for commercial production of annual crops
- tomatoes, pumpkins, watermelons, and pineapple.

62 Reimbursement and Qualifying Losses (Continued)

F Ineligible Losses

Losses ineligible for TAP shall include the following:

- losses because of lack of irrigation systems, or other conditions not included in the definition of natural disaster (definition is in Exhibit 2)
- losses that could have been prevented through readily available horticultural measures
- losses of trees, bushes, or vines that would have normally been replanted within the 12-month period following the loss, in absence of a natural disaster
- losses of fruit and nut trees that were not planted for commercial purposes
- losses of eligible trees covered by a current CRP, ECP, or WRP contract (paragraph 154)
- losses of trees grown for commercial timber or pulp.

63 Required Field Visits by FSA Official

A Required Field Visits

Before approving FSA-899, Part E, an FSA representative shall perform a field visit and document the following:

- total determined number of actual trees in the stand
- total determined number of actual trees lost/damaged because of an eligible disaster for payment
- total determined number of acres in the stand
- total determined number of acres in the stand for payment.

B Verifying Losses

Regardless of the number of trees for which the applicant requests TAP, the FSA representative shall determine the actual number of trees and acres in the stand, and actual trees lost and damaged because of an eligible disaster, to ensure that the correct eligible loss threshold calculation is made.

Example: The applicant reports he or she will only replace 30 trees in the 10-acre orchard. COC representative visits the orchard and determines the total number of trees in the stand is 1,000, and actual trees lost is **400**, which meets the 15 percent loss threshold (15% plus 3 percent normal mortality) (1,000 x 18% = 180 trees that must be lost).

Notes: If, at the time the applicant reports the completed practices, records show 100 trees were replanted instead of the 30 trees, the applicant will be eligible for reimbursement on the 100 trees. This applies as long as the number of trees replanted does not exceed the number of trees documented for the loss threshold by the FSA representative as lost (400).

FSA-899 **must** be modified to reflect the change, and approved by COC (Part 10, subsections 2 and 3).

64 Payment Calculations

A Approved Acres, Trees, Bushes, and Vines

An eligible applicant shall qualify for TAP **only** if the tree, bush, or vine mortality in each stand, for each eligible natural disaster, exceeds the 15 percent loss threshold, plus normal mortality. Losses from different stands with the same crop type will **not** be averaged to determine loss eligibility. If the 15 percent tree mortality qualifying threshold plus normal mortality is **not** met, the applicant is **not** eligible for TAP.

Note: To be eligible for TAP **both** the following must be met:

- 15 percent mortality (dead), adjusted for normal mortality, **must** be met **before** damaged trees are eligible

- damaged trees **must** meet the 15 percent damaged, adjusted for normal mortality.

Qualifying applicants are eligible for the **lesser** of either of the following:

- 70 percent of their actual cost for replanting trees (in excess of 15 percent mortality, adjusted for normal mortality) **and** 50 percent of the actual cost of pruning, removing, and other costs incurred to salvage existing trees or, in the case of tree mortality, to prepare the land to replant trees, in excess of 15 percent mortality and damage (adjusted for normal mortality)

- payment amount calculated using the maximum DAFP-established practice payment rates.

After the applicant qualifies for payment by meeting the 15 percent tree mortality threshold plus normal mortality, payments will be calculated as the **lesser** of the following:

- Actual Cost Receipts **x** Percent Applicant Share **x** Percent Payment Level = Total Payment

- Total Determined Trees Lost, Trees Damaged, and Acres **x** Percent Applicant Share **x** Practice Payment Rate = Total Payment.

64 Payment Calculations (Continued)

B Loss Examples

Example 1: In the following example, Bonnie, owner of stand 123, reported a total stand of 500 apple trees on 5 acres and a loss of 250 apple trees on 3 acres. Bonnie filed FSA-899 to replant all 250 of the lost apple trees. Bonnie indicated a producer's share of 100 percent. The loss threshold is 15 percent and the normal mortality rate is 3 percent. COC representative subsequently visited the orchard and determined that, because of an eligible disaster condition, 250 fruit trees were lost on 3 acres.

Stand Information:	Stand Number	123
	Total Trees in Stand	500
	Total Acres in Stand	5
	Total Determined Lost Trees	250
	Total Determined Damaged Trees	0
	Total Acres Requested	3

- The first calculation is to determine if Bonnie is eligible for TAP.

  Calculate loss threshold and normal mortality on stand of trees as follows.

500 trees in stand x 15% loss threshold =	75 trees
500 trees in stand x 3% normal mortality =	15 trees
	90 trees

  Bonnie is eligible for TAP because the 250 trees lost are greater than the loss threshold of 90 trees.

- The second calculation is to determine the trees and acres for payment.

  Calculate trees and acres for payment as follows.

  250 trees lost
  - 45 (250 trees lost x 18% (15% loss threshold + 3% normal mortality) = 45 trees))
  205 trees eligible for payment

  3.0 acres lost
  - .5 acre (3 acres lost x 18% (15% loss threshold + 3% normal mortality) = .5 acre))
  2.5 acres eligible for payment

  Bonnie is eligible for payment on:

  - 205 trees
  - 2.5 acres.

64 Payment Calculations (Continued)

B Loss Examples (Continued)

Example 1: (Continued)

- The following DAFP-established practice rates and payment levels were used to determine Bonnie's maximum eligible payment amount:

Practice Code 01 - (Fruit and Nut Tree Replacement Per Tree = $8)

205 trees x 100% (share) x $8 per tree =	$1,640

Practice Code 10 - (Tree Planting Cost Per Tree = $2)

205 trees x 100% (share) x $2 per tree =	410

Practice Code 14 - (Site Preparation Per Acre = $500 per acre)

2.5 acres x 100% (share) x $500 =	1,250

Actual cost receipts submitted by Bonnie are calculated as follows.

Receipts for tree replacement: $1,000 x 100% (share) x 70% (payment level) =	$700
Receipts for tree planting: $500 x 100% (share) x 70% (payment level) =	350
Site preparation expense: $1,200 x 100% (share) x 50% (payment level) =	600

- Bonnie is eligible for the **lesser** of the maximum payment or actual cost per practice as follows:

  - practice 01: $700 (actual cost)
  - practice 10: $350 (actual cost)
  - practice 14: $600 (actual cost).

In this example, Bonnie's estimated TAP payment amount is **$1,650**.

64 Payment Calculations (Continued)

B Loss Examples (Continued)

Example 2: Gray, owner of stand 221, reported a total of 400 trees with loss of 30 lemon trees, and damage of 75 lemon trees on 2 acres of his 6-acre orchard. Gray indicated a producer's share of 100 percent. COC representative visited the orchard and determined, because of eligible disaster condition, 30 lemon trees were lost, and 75 lemon trees were damaged on 2 acres.

Stand Information:	Stand Number	221
	Total Trees in Stand	400
	Total Acres in Stand	6
	Total Determined Lost Trees	30
	Total Determined Damaged Trees	75
	Total Acres Requested	2

- The first calculation is to determine if Gray is eligible for TAP.

Calculate loss threshold and normal mortality on trees/acres as follows.

400 trees in stand x 15% loss threshold =	60 trees
400 trees in stand x 3% normal mortality =	12 trees
	72 trees

- Gray is **not** eligible for TAP on the lost or damaged trees because he did not sustain tree deaths in excess of 15 percent, after adjustment for normal mortality.

64 Payment Calculations (Continued)

C Multiple Loss Examples

The following is an example of an applicant who suffered **multiple** losses.

- **Loss 1:** On June 30, 2008, Roger, owner of stand number 456, reported a total of 500 plum trees on a 5 acre stand and a loss of 250 plum trees on 3 acres. Roger filed a request for TAP on FSA-899 to replant all 250 of the lost plum trees on 3 acres. Roger indicated a producer's share of 100%. The loss threshold is 15 percent and normal mortality rate is 3 percent. COC representative subsequently visited the orchard and determined that, because of eligible disaster conditions, 250 plum trees were lost on 3 acres.

Stand Information:	Stand Number:	456
	Total Trees in Stand	500
	Total Acres in Stand	5
	Total Determined Lost Trees	250
	Total Determined Damaged Trees	0
	Total Acres Requested	3

- The first calculation is to determine if Roger is eligible for TAP.

  Calculate loss threshold and normal mortality on trees as follows.

  500 trees in stand x 15% loss threshold = 75 trees
  500 trees in stand x 3% normal mortality = 15 trees
  90 trees

- Roger is eligible for TAP because the 250 trees lost are greater than the loss threshold of 90 trees.

- The second calculation is to determine the trees/acres for payment.

  Calculate trees and acres for payment as follows.

  250 trees lost
  -45 (250 trees lost x 18%) (15% loss threshold + 3% normal mortality = 45 trees))
  205 trees eligible for payment

  3.0 acres lost
  -.5 acre (3 acre loss x 18%) (15% loss threshold + 3% normal mortality = .5 acre))
  2.5 acres eligible for payment

64 Payment Calculations (Continued)

C Multiple Loss Examples (Continued)

- **Loss 1** (Continued)

  - Roger is eligible for payment on:

    - 205 trees
    - 2.5 acres.

  - The following DAFP-established practice rates and payment levels were used to determine Roger's maximum eligible payment amount.

    Practice Code 01 – (Fruit and Nut Tree Replacement Per Tree = $8)

    205 trees x 100% (share) x $8 per tree = $1,640

    Practice Code 10 – (Tree Planting Cost Per Tree = $2)

    205 trees x 100% (share) x $2 per tree = 410

    Practice Code 14 – (Site Preparation Per Acre = $500)

    2.5 acres x 100% (share) x $500 = 1,250

    Calculate actual cost receipts submitted by Roger as follows.

    Tree replacement expense: $1,000 x 100% (share) x 70% (payment level) = $700
    Tree planting expense: $500 x 100% (share) x 70% (payment level) = 350
    Site preparation expense: $1,200 x 100% (share) x 50% (payment level) = 600

  - Roger is eligible for the **lesser** of the maximum payment or actual cost per practice as follows:

    - practice 01: $700 (actual cost)
    - practice 10: $350 (actual cost)
    - practice 14: $600 (actual cost).

    In this example, Roger's estimated TAP payment amount is **$1,650**.

64 Payment Calculations (Continued)

C Multiple Loss Examples (Continued)

- **Loss 2:** On August 30, 2008, Roger suffered a subsequent disaster and reported 50 plum trees were damaged on 1 acre of the 5 acre orchard, and no tree loss. Roger submitted FSA-899 to rehabilitate all 50 of the lost trees. Roger indicated a producer's share of 100 percent.

  Roger is **not** eligible for payment because he did not suffer tree deaths in excess of 15 percent after adjustment for normal mortality. Each disaster event is separate in the mortality calculation.

- **Loss 3:** On October 20, 2008, Roger reported the loss of 100 additional plum trees, and damage of 50 additional plum trees on 2 acres of his 5-acre orchard. Roger reported that following Loss 2, he had 250 remaining plum trees. Roger indicated a producer's share of 100 percent. COC representative visited the orchard and determined that, because of an eligible disaster condition, 100 plum trees were lost, and an additional 50 plum trees were damaged on 2 acres.

Stand Information:		
	Stand Number:	456
	Total Trees in Stand	250
	Total Acres in Stand	5
	Total Determined Lost Trees	100
	Total Determined Damaged Trees	50
	Total Acres Requested	2

- The first calculation is to determine if Roger is eligible for TAP.

  Calculate loss threshold and normal mortality on trees and acres as follows.

250 trees in stand x 15% loss threshold =	38 trees
250 trees x 3% normal mortality =	8 trees
	46 trees

- Roger is eligible for TAP because the 100 trees lost and the 50 trees damaged are greater than the loss threshold of 46 trees.

64 Payment Calculations (Continued)

C Multiple Loss Examples (Continued)

- **Loss 3** (Continued)

  - The second calculation is to determine the trees/acres for payment.

    Calculate trees and acres for payment as follows.

    100 trees lost
    - 18 trees (100 tree loss x 18% (15% loss threshold + 3% normal mortality) = 18 trees))
    82 trees eligible for payment

    50 trees damaged
    - 9 trees (50 trees damaged x 18% (15% loss threshold + 3% normal mortality) = 9 trees))
    41 trees damaged for payment

    2.0 acre lost
    - .4 acre loss threshold (2.0 acre lost x 18% (15% loss threshold + 3% normal mortality) = .4 acre))
    1.6 acre eligible for payment

  - Roger is eligible for payment on:

    - 82 lost trees
    - 41 damaged trees
    - 1.6 acres.

  - The following DAFP-established practice rates and payment levels were used to determine Roger's maximum eligible payment amount.

    Practice Code 01 – (Fruit and Nut Tree Replacement Per Tree = $8)

    2 lost trees x 100% (share) x $8 per tree = $ 656

    Practice Code 10 – (Tree Planting Cost = $2 per tree)

    82 lost trees x 100% (share) x $2 per tree = 164

64 Payment Calculations (Continued)

C Multiple Loss Examples (Continued)

- **Loss 3** (Continued)

Practice Code 12 – (Fruit and Nut Tree Rehabilitation = $15 per tree)

41 damaged trees x 100% (share) x $15 = 615

Practice Code 14 – (Site Preparation Per Acre = $500 per acre)

1.6 acre x 100% (share) x $500 per acre = 800

Calculate actual cost receipts submitted by Roger as follows.

Tree replacement expense: $1,600 x 100% (share) x 70% (payment level) =$1,120
Tree planting expense: $300 x 100% (share) x 70% (payment level) = 210
Rehabilitation expense: $950 x 100% (share) x 50% (payment level) = 475
Site preparation expense: $660 x 100% (share) x 50% (payment level) = 330

- Roger is eligible for the **lesser** of the maximum payment or actual cost per practice as follows:

  - practice 01: $656 (DAFP maximum payment)
  - practice 10: $164 (DAFP maximum payment)
  - practice 12: $475 (actual cost)
  - practice 14: $330 (actual cost).

  In this example, Roger's estimated TAP payment amount is **$1,625**.

64 Payment Calculations (Continued)

D Multiple Loss With Replanting Examples

The following is an example of an applicant who suffered **multiple** losses.

- **Loss 1:** On June 30, Lucy, owner of stand 123, reported a total of 500 fruit trees on a 6 acre orchard and a loss of 250 fruit trees on 3 acres. Lucy submitted FSA-899 to replace and replant all 250 of the **lost** fruit trees. Lucy indicated a producer's share of 100 percent. The loss threshold is 15 percent; normal mortality rate is 3 percent. COC representative subsequently visited the orchard and determined that, because of eligible disaster conditions, 250 fruit trees were lost on 3 acres.

Stand Information:		
	Stand Number:	123
	Total Trees in Stand	500
	Total Acres in Stand	6
	Total Determined Lost Trees	250
	Total Determined Damaged Trees	0
	Total Acres Requested	3

- The first calculation is to determine if Lucy is eligible for TAP.

  Calculate loss threshold and normal mortality on trees/acres as follows:

  500 trees in stand x 15% loss threshold = 75 trees
  500 trees x 3% normal mortality = 15 trees
  90 trees

- Lucy is eligible because the 250 tree loss is greater than loss threshold of 90 trees.

  Trees/acres for payment calculation:

  250 trees lost
  - 45 (250 trees lost x 18% = 45 trees)
  205 trees eligible for payment

  3.0 acres lost
  - .5 acre (3.0 acres lost x 18% = .5 acre)
  2.5 acres eligible for payment

- Lucy is eligible for payment on:

  - 205 trees
  - 2.5 acres.

64 Payment Calculations (Continued)

D Multiple Loss With Replanting Examples (Continued)

- **Loss 1** (Continued)

  - The following DAFP-established practice rates and payment levels were used to determine Lucy's maximum eligible payment amount.

    Calculate eligible trees for payment as follows.

    Practice Code 01 - (Fruit and Nut Tree Replacement Per Tree)

    205 trees x 100% (share) x $8 per tree = $1,640

    Practice Code 10 – (Tree Planting Cost)

    205 trees x 100% (share) x $2 per tree = 410

    Practice Code 14 – (Site Preparation Per Acre)

    2.5 acres x 100% (share) x $500 = 1,250

    Total maximum payment for all practices using DAFP-established rates = $3,300

    Actual cost receipts submitted by Lucy are calculated as follows.

    Receipts for tree replacement: $2,000 x 100% (share) x 70% (payment level) =$1,400
    Receipts for tree planting: $1,500 x 100% (share) x 70% (payment level) = 1,050
    Site preparation expense: $1,200 x 100% (share) x 50% (payment level) = 600

  - Lucy is eligible for the **lesser** of the maximum payment or actual cost per practice as follows:

    - practice 01: $1,400 (actual cost)
    - practice 10: $410 (DAFP maximum payment)
    - practice 14: $600 (actual cost).

    In this example, Lucy's estimated TAP payment amount is **$2,410**.

64 Payment Calculations (Continued)

D Multiple Loss With Replanting Examples (Continued)

- **Loss 2:** On August 30, Lucy reported that she **replanted** all 250 trees she lost on June 30 (Loss 1). Lucy had 250 remaining trees in stand after Loss 1, and replanted 250, for a total of 500 trees in the stand. Lucy reported 50 trees were damaged on 1 acre of her 6 acre orchard. Lucy submitted FSA-899 to rehabilitate all 50 of the lost trees. Lucy indicated a producer's share of 100 percent. COC representative subsequently visited the orchard and determines that, because of eligible disaster conditions, 50 trees were damaged on 1 acre.

Stand Information:	Stand Number:	123
	Total Trees in Stand	500
	Total Acres in Stand	6
	Total Determined Lost Trees	0
	Total Determined Damaged Trees	50
	Total Acres Requested	1

- **Calculate loss threshold and normal mortality on trees/acres as follows:**

500 trees in stand x 15% loss threshold =	75 trees
500 trees x 3% normal mortality =	15 trees
	90 trees

- Lucy is not eligible for TAP, because she did not suffer tree deaths in excess of 15 percent after adjustment for normal mortality. Each disaster event is separate in the mortality calculation.

- **Loss 3:** On October 5, Lucy reported the loss of 100 trees and damage of 70 trees on 2 of her 6 acres. Lucy had 500 remaining trees in the stand after Loss 2. Lucy indicated a producer's share of 100 percent. COC representative subsequently visited the orchard and determined that, because of eligible disaster conditions, 100 trees were lost and 70 were damaged on 2 acres.

Stand Information:	Stand Number:	123
	Total Trees in Stand	500
	Total Acres in Stand	6
	Total Determined Lost Trees	100
	Total Determined Damaged Trees	70
	Total Acres Requested	2

64 Payment Calculations (Continued)

D Multiple Loss With Replanting Examples (Continued)

- **Loss 3** (Continued)

  - **Calculate loss threshold and normal mortality on trees/acres as follows:**

500 trees in stand x 15% loss threshold =	75 trees
500 trees x 3% normal mortality = (4.8)	15 trees
	90 trees

  - Lucy is eligible because the 100 trees lost are greater than the loss threshold of 90 trees.

  - **Calculate loss threshold and normal mortality on trees/acres as follows:**

500 trees in stand x 15% loss threshold =	75 trees
500 trees x 3% loss threshold	15 trees
	90 trees

  - Lucy is **not** eligible for payment on the damaged trees because the 70 trees damaged do **not** meet or exceed the loss threshold of 90 trees.

    Trees/acres for payment calculation:

    100 trees lost
    -18 trees (100 trees lost x 18% = 18 trees)
    82 lost trees eligible for payment

    2.0 acre lost
    - .4 acre loss threshold (2.0 acre lost x 18% = .4 acre)
    1.6 acres

  - Lucy is eligible for payment on:

    - 82 lost trees
    - 1.6 acres.

64 Payment Calculations (Continued)

D Multiple Loss With Replanting Examples (Continued)

- **Loss 3** (Continued)

  - The following DAFP-established practice rates and payment levels were used to determine Lucy's maximum eligible payment amount.

    Calculate eligible trees for payment as follows.

    Practice Code 01 – (Fruit and Nut Tree Replacement Per Tree)

82 lost trees x 100% (share) x $8 per tree =	$ 656

    Practice Code 10 – (Tree Planting Cost)

82 lost trees x 100% (share) x $2 per tree =	164

    Practice Code 14 – (Site Preparation Per Acre)

1.6 acre x 100% (share) x $500 per acre =	800

    Actual cost receipts submitted by Lucy are calculated as follows.

Tree replacement expense:$1,600 x 100% (share) x 70% (payment level) =	$1,120
Tree planting expense:$300 x 100% (share) x 70% (payment level) =	210
Site preparation expense:$660 x 100% (share) x 50% (payment level) =	330

  - Lucy is eligible for the **lesser** of the maximum payment or actual cost per practice as follows:

    - practice 01: $656 (DAFP maximum payment)
    - practice 10: $164 (DAFP maximum payment)
    - practice 14: $330 (actual cost).

    In this example, Lucy's estimated TAP payment amount is **$1,150**.

65 Approval and Disapproval Letters

A Issuing Approval or Disapproval Letters

County Offices shall issue approval or disapproval letters to all applicants.

B Example of Approval Letter

This is an example of an approval letter.

(Enter County Office name, address, and telephone number)

(Enter applicant's name and address)

Dear (Enter applicant's name):

Your request for TAP assistance was approved.

The following shall serve as a guide in completing and reporting the practices:

- if the work has been performed, provide copies of all sales receipts, invoices, canceled checks, or other documentation necessary to determine costs
- if the work has not already been performed, make arrangements to replant or rehabilitate the eligible trees, bushes, or vines as soon as possible, but within the 12-month period from the date of COC application approval on FSA-899
- if the work cannot be completed within the 12-month period, notify the County Office
- report practice completion **immediately** to maintain eligibility

A County Office employee will be making a site visit on your farm to verify practice completion.

County Executive Director

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65 Approval and Disapproval Letters (Continued)

C Example of Disapproval Letter

This is an example of a disapproval letter.

(Enter County Office name, address, and telephone number)

(Enter applicant's name and address)

Dear (Enter applicant's name):

The County FSA Committee has disapproved your request for TAP assistance.

Your request was reviewed by the County Committee and was determined ineligible because (enter explanation of all reasons for disapproval; include copy of FSA-899).

If you believe the decision by the County Committee is in error, you may elect any of the options in the following sequence:

1. Reconsideration by the County Committee.
2. Request mediation.
3. Appeal to the State Committee.
4. Appeal to the National Appeals Division.

You may elect these options in the indicated sequence. You may select any of the first 3 options, or you may skip any of the first 3 options and select a later choice, or skip all 3 and appeal directly to NAD.

You have 30 calendar days from the date of this letter to request reconsideration, appeal to the State Committee, or enter into mediation. Additionally, you may file an appeal with NAD within 30 days of the date you receive this decision.

(Use this paragraph for non-certified States if the Certified State Mediation Program does not offer mediation for the specific issue in question.)

(Certified States)

Mediation is available under the (insert State name) State Mediation Program. Informal mediation may enable us to narrow and resolve these issues by agreement. FSA will participate in good faith in mediation. To obtain information about mediation, contact (insert the State name, address, and phone number). The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to further appeal to NAD.

(Non-certified States)

Mediation is available and FSA will participate in good faith. Informal mediation may enable us to narrow and resolve these issues by agreement. To obtain information about mediation, and to request mediation, contact (insert the State name, address, and phone number). The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to further appeal to NAD.

County Executive Director

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Note: See 1-APP when providing appeal rights.

66-90 (Reserved)

Part 4 Eligibility

91 Owner Eligibility for TAP

A Land Ownership

Eligible producers are **not** required to own the land where eligible trees, bushes, or vines are planted. The individual or entity that planted or succeeded to legal ownership of the trees and receives the commercial benefit from the eligible tree, bush, or vine shall be considered an eligible owner for TAP.

B Qualifying for Payments

To qualify for payments, at the time of an eligible disaster event, eligible owners **must**:

- be an eligible orchardist that produces annual crops from trees for commercial purposes or be a nursery tree grower who produces nursery, ornamental, fruit, nut, or Christmas trees for commercial sale
- be an eligible orchardist or nursery tree grower that has a production history for commercial purposes on planted or existing trees, bushes, or vines
- have owned the stand where claim for benefits is based
- have suffered losses of eligible trees, bushes, or vines on or after January 1, 2008, and before October 1, 2011, because of an eligible natural disaster
- have met RMPR as specified in 7 CFR 760.102
- be in compliance with HELC and WC provisions according to 6-CP
- replace and/or salvage eligible lost and damaged trees, bushes, or vines within 12 months from the date FSA-899 is approved by COC or designee.

Note: Contract growers operating under marketing or production contracts **must** have production history for commercial purposes on planted or existing trees, bushes, and vines. All eligibility questions about grower marketing or production contract stipulations shall be referred to the appropriate OGC regional attorney.

91 Owner Eligibility for TAP (Continued)

C Deceased Owners or Dissolved Entities

Authority to sign contracts, applications, and other documents on behalf of deceased applicants may vary according to State law. If an eligible applicant is now deceased or a dissolved entity, then an authorized representative of the deceased applicant or dissolved entity may sign FSA-899, if the authorized representative has authority to enter into a contract for the deceased applicant or dissolved entity.

Important: Proof of authority to sign for the eligible deceased applicant or dissolved entity **must** be on file in the County Office **before** the representative is allowed to sign FSA-899 for the applicant. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by an OGC regional attorney.

FSA-325 is:

- only used in situations where FSA-899 was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued

- **not** applicable for determining who may file FSA-899 for a deceased, incompetent, or missing individual.

State Offices shall consult with an OGC regional attorney on the following types of cases:

- documentation submitted does **not** clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity

- FSA-899 request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.

If subsequent to FSA-899 being signed by the eligible owner, the eligible owner dies, follow 1-CM procedure for completing FSA-325.

91 Owner Eligibility for TAP (Continued)

D Issuing Payments According to Deceased Individuals, Closed Estates, and Dissolved Entities

TAP payments for FSA-899's involving deceased individuals, closed estates, or dissolved entities shall be made according to the following table if all other eligibility requirements are met.

IF the applicant is an…	AND FSA-899 is signed by an authorized representative of the…	THEN payments shall be issued…
individual who died before FSA-899 was filed	deceased according to subparagraph A	to any of the following, as applicable, using applicant's TIN: • deceased individual • individual's estate • the heirs, based on OGC determination, according to 1-CM, Part 26.
estate that closed before FSA-899 was filed	estate according to subparagraph A	
entity that dissolved before FSA-899 was filed	dissolved entity according to subparagraph A	using applicant's TIN.
individual who dies, is declared incompetent, or is missing after filing FSA-899		to eligible payees executing FSA-325 according to 1-CM.

Notes: FSA-325 is **only** used when FSA-899 was filed by an individual who:

- subsequently died
- is declared incompetent
- is missing before payments are issued.

Heirs **cannot** succeed to a loss or file their own FSA-899.

92 Successor-in-Interest

A Allowing Successor-in-Interest

Allow successor-in-interest for TAP, if an individual or entity meeting all other eligible requirements:

- acquires ownership of eligible trees, bushes, or vines where FSA-899 has been submitted and approved
- agrees to complete all approved practices that original owner has not completed
- assumes full responsibility for all TAP provisions.

Note: Predecessor on FSA-899 **must** agree, in writing, to the succession. A successor **cannot** receive greater benefits than approved and uploaded for predecessor.

B Succession Example

Producer A owns a 10 acre stand of apple trees. On June 25, 2008, Producer A lost all 10 acres of apple trees because of Hurricane Helen. Producer A filed FSA-899 for replanting all 10 acres of the lost apple trees. COC approved FSA-899 for tree replacement, planting costs, and site preparation for Producer A. In August 2008, Producer B acquired ownership of the 10 acre tree stand where FSA-899 had been submitted and approved. Producer B signed a new FSA-899, assuming full responsibility for completing all approved incomplete practices. Producer B is eligible for the TAP benefits after the approved practices are completed.

Note: Producer A met RMPR. Producer B does **not** have to meet RMPR on the succession-in-interest for that acreage, stand, and crop type (apples); however, any other crop types on any other acreage that Producer B already had before the succession, **must** meet RMPR to gain eligibility for the additional crop types and acreage.

County Office shall delete Producer A's FSA-899 (paragraph 288) and initiate a new FSA-899 (paragraph 286) for Producer B.

93-120 (Reserved)

Part 5 Payment, Acreage, and Compliance Provisions

121 Payment Provisions

A Availability of Funds

TAP will be administered by FSA using funds from the Agricultural Disaster Relief Trust Fund established under Trade Act of 1974, Section 902, as amended by the 2008 Act. Approved FSA-899's will **not** be subject to a national payment factor.

B Prompt Payment Interest

The Prompt Payment Act provisions apply to TAP according to 61-FI, **except** that interest shall apply to payments issued more than 30 calendar days after **all** of the following have been completed:

- participant completed and signed FSA-899 along with all required forms
- all documentation required from the participant has been submitted, such as sales receipts, etc.
- all referrals to OIG have been returned or cases completed
- participant appeals have been finalized for FSA-899's disapproved by COC.

C Assignments and Offsets

County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

121 Payment Provisions (Continued)

D Payment Limitation and Direct Attribution Provisions

The 2008 Act limits how much a producer may receive from the Supplemental Agricultural Disaster Assistance programs. The regulations at 7 CFR Part 760, Subpart B, specify the payment limits.

When applying payment limitation for 2008, no person, as defined and determined under the provisions in 7 CFR Part 1400, in effect for 2008, may receive more than $100,000 per calendar year under TAP.

For 2009 through 2011, no person or legal entity (excluding a joint venture or general partnership) defined in 7 CFR Part 1400, may receive, directly or indirectly, more than $100,000 per calendar year under TAP.

See handbook 1-PL for 2008 and 4-PL for 2009 and subsequent years for the payment limitation requirements on TAP.

The direct attribution provisions in 7 CFR Part 1400 apply to TAP for 2009 and subsequent years.

E AGI Provisions

When applying the limitations on AGI for 2008 payments, an individual or entity is ineligible for payment under TAP, if the individual's or entity's average AGI exceeds $2.5 million for the 3 preceding tax years 2007, 2006, and 2005. For 2009 through 2011, the average AGI limitation provisions in 7 CFR Part 1400 applicable to CCC commodity programs apply to TAP. For 2009 through 2011, a person or legal entity with an average adjusted gross nonfarm income that exceeds $500,000 will **not** be eligible to receive payments on TAP. Beginning with 2009, the AGI period is the 3 taxable years preceding the most immediately preceding complete tax year. Therefore, for 2009 tax benefits, the base period is the same as 2008, but would move forward year by year in the subsequent years, so the base period for 2010 tax benefits would be taxable years 2008, 2007, and 2006.

F Foreign Person Provisions

Applicants must meet the foreign person requirements in 7 CFR Part 1400, Subpart E.

122 Acreage Provisions

A Acreage Limitations

The cumulative total quantity of acres planted to trees, bushes, or vines, where a producer may receive TAP, shall **not** exceed 500 acres for all cumulative years, 2008 through 2011.

Example: On April 24, 2008, producer was approved for loss on 230 acres. On July 7, 2009, producer reported another loss on 300 acres. Producer would **only** be eligible for payment on an additional 270 acres, for a total of 500 acres for all losses under TAP.

B FSA-578's

FSA-578 is required for TAP participation. Each FSA-899 requires the producer to identify the crop type, trees and acres in stand, and applicant's share. Location can be identified with an aerial photocopy and filed in producer's farm folder. Therefore, FSA-578 **must** be filed **before** FSA-899 can be approved by COC. The late-filing fee is waived for 2008 disaster program participants.

123 Conservation Compliance and Administrative Provisions

A Conservation Compliance Provisions

TAP participants are subject to conservation compliance provisions in 6-CP. A signed AD-1026 **must** be on file covering the program year for TAP **before** issuing payments. It is not necessary for the participant to complete a new AD-1026 if there are no changes to the farming operation since completing a previous AD-1026 by the participant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers after signing AD-1026, item 12. It is **not** necessary to delay issuing payments pending NRCS HELC or WC determinations. The continuous certification statement on AD-1026 **requires** producers to refund program payments if an NRCS determination results in the discovery of a HELC/WC violation.

B Other Criteria

The following are other program and administrative provisions that are applicable to TAP:

- controlled substance provisions
- fraud/FCIC

  Note: County Offices shall record determinations for the applicable criteria in the eligibility file according to 3-PL.

- equitable relief provisions
- RMPR.

  Note: Trees that are eligible for TAP, **except** Christmas trees and nursery, are **not** required to have a policy, plan of insurance, or NAP. However, the crop, such as the fruit of a tree, **must** be covered to meet RMPR.

124 National Compliance Reviews

A National Selection Process

County Offices are **required** to conduct farm inspections to ensure that producers comply with FSA program requirements. Producers will be selected for compliance reviews and spot check through a national selection process. If selected, producers will be spot checked and reviewed for TAP compliance.

B Performing Reviews

County Offices shall perform TAP compliance reviews for any producer that participated in TAP that was selected for spot check and review through the national producer selection process. Follow procedure in 2-CP, subparagraph 356, for performing 2008 through 2011 TAP compliance reviews.

125-150 (Reserved)

Part 6 TAP Criteria

151 Stand Eligibility

A Eligible Causes of Loss

Eligible causes of loss means causes that are because of an eligible natural disaster, such as plant disease, insect infestation, drought, fire, freeze, flood, earthquake, lightning, or other occurrences, as determined by the Secretary.

B Eligible Stand

Eligible stand means a contiguous acreage of the same type of trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), or vines.

Eligible stands **must**:

- have been impacted by an eligible cause of loss according to subparagraph A
- be grown for commercial purposes for the annual production of a crop
- sustain qualifying tree, bush, or vine deaths in excess of 15 percent because of an eligible natural disaster after adjustment for normal mortality for the individual stand.

C Individual Stand Eligibility

Eligible trees, bushes, or vines of the same crop type in a stand, but **not** in the same field or similar area, unless inter-planted, such as separated by a natural or man-made barrier, may be considered separate, individual stands, if COC determines there are significantly differing levels of loss susceptibility.

Differences in loss susceptibility may be because of factors that are **not** natural disasters, such as:

- species
- the age of the tree, bush, or vine
- natural site conditions
- other natural causes or barriers as determined by STC.

152 TAP Payment and Mortality Rates

A Maximum Payment Rates

DAFP-established practice rates in the following table are maximum payment rates to eligible owners.

Note: STC may establish lower rates than the rates established by DAFP in this subparagraph. The rates established by STC shall **not** exceed the maximum rates established by DAFP.

Practice Code	Practice	Maximum Rates
01	Fruit and nut tree replacement per tree.	$8
02	Fruit and nut tree rehabilitation per tree.	$15
03	Grape, kiwi, and passion fruit replacement per vine.	$4
04	Grape, kiwi, and passion fruit rehabilitation per vine.	$3
05	Maple tree for syrup replacement per tree.	$8
06	Maple tree for syrup rehabilitation per tree.	$15
07	Nursery tree replacement per tree.	$5
08	Nursery tree rehabilitation per tree.	$3
09	Pecans rehabilitation, including pruning, site preparation, and debris removal.	$40
10	Planting cost per eligible plant (including Christmas trees, fruit and nut trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines.	$2
11	Pruning cost per eligible tree. **Notes:** Applies to rehabilitation **only**. Does **not** apply to TAP pecans.	$7
12	Rehabilitation cost per eligible plant (including Christmas trees and ornamental trees), bushes (including shrubs), and vines. **Note:** Research indicates that potted trees are **not** ordinarily rehabilitated, but are replaced.	$4
13	Replacement cost per eligible plant (including Christmas trees, ornamental trees, and potted trees), bushes (including shrubs), and vines,	$2
14	Site preparation per acre (including cleanup, tree and debris removal, and tillage). **Note:** Site preparation is **not** applicable to pecans; however, is included in TAP pecan rehabilitation (Practice Code 09).	$500

152 TAP Payment and Mortality Rates (Continued)

B Normal Mortality

Eligible orchardists and nursery tree growers may be eligible for TAP if the **tree mortality**, as a result of damaging weather, exceeds 15 percent (adjusted for normal mortality).

Note: State Offices are responsible for establishing normal mortality rates for their State.

153 TAP Practice Completion and Expiration

A Practice Completion

Eligible owners are required to replant and rehabilitate **only** the qualifying eligible trees, bushes, or vines, on that portion where they seek payment. All practices **must** be completed and actual cost receipts provided on each stand **before** payments can be issued.

B Practice Expiration

Eligible owners must complete approved replacement and rehabilitation practices within 12 months from the date FSA-899 is approved for payment by COC or designee.

Note: If an extension is needed, the State Office shall submit the request to DAFP along with supporting documentation, such as COC minutes, weather data, etc., indicating reasons why the practices could not be completed within the allotted time, and the timeframe required for practice completion.

153 TAP Practice Completion and Expiration (Continued)

C Replanting Different Eligible Trees, Bushes, or Vines

When eligible trees, bushes, or vines are replanted, the eligible tree, bush, or vine:

- types planted may be different than types lost as long as the new eligible trees, bushes, or vines have the same general end use, as determined by COC

  Note: Payments to eligible owners who replant different eligible trees, bushes, or vines shall **not** exceed the established maximum payment rates to re-establish the eligible trees, bushes, or vines that were actually lost, as determined by COC.

- may be replanted on a field that is not the field where the losses originally occurred, as determined by COC.

  Notes: Payments for eligible owners who replant in a different field shall **not** exceed the cost to replant in the field where the loss actually occurred, as determined by COC.

  Applicants may choose to replace damaged trees in cases where the rehabilitation expense exceeds the cost of tree replacement.

153 TAP Practice Completion and Expiration (Continued)

D Cost Documentation

Eligible owners are required to submit actual cost documentation for all components of the completed practices. Receipts should include the following:

- date
- vendor's name
- vendor's location.

Important: Applicants receiving TAP payments, or any other legal entity or person who furnishes information for the purposes of enabling such participant to receive a payment **must**:

- maintain any books, records, and accounts supporting any information furnished for 3 years following the end of the calendar year that the request for payment was filed

- allow authorized representatives of USDA and OIG, during regular business hours, to inspect, examine, and make copies of such books or records, and to enter upon, inspect and verify **all** applicable acreage where the applicant has an interest for the purpose of confirming the accuracy of information provided by or for the applicant.

Producers who perform practices on their own land and/or trees, such as because of a shortage of contractors or vendors, may submit cost estimates for each component of a practice. COC may approve the cost estimates if they are determined reasonable for the practice compared to documentation of actual costs submitted by other contractors or vendors in the area for the same practice components. CED shall document justification for determinations in COC minutes.

Producers must provide COC the documentation of actual costs to complete the practices, such as receipts for labor costs, equipment rental, and purchases of seedlings or cuttings. If the documentation is not available, COC **must** review FSA-899 and determine if the costs are reasonable and acceptable.

154 Payment Policy

A Duplicate Benefits

Eligible applicants may not receive TAP benefits and benefits under any other disaster program for the same loss.

The following table provides guidance if an eligible owner:

- is eligible for a TAP payment
- qualifies for benefits for the same loss under another program.

IF an owner is eligible to receive TAP payment, and for the same loss, is also eligible for...	**THEN the eligible owner...**
NAP (7 CFR Part 1437)	can receive payment under both NAP and TAP. **Note:** NAP pays for lost production, and TAP pays ***--**cost share to reestablish the trees, bushes, or vines (**except** for nursery and Christmas trees).**--***
indemnity payments under crop insurance policies, including pilots, for orchard trees	can receive both.
payments under SURE	can receive both. **Note:** SURE pays for value of the tree, and TAP pays cost share to re-establish the tree.
emergency loans	can receive both.
ECP benefits, the Biomass Crop Assistance Program, CRP, EQIP, WRP, or any other program where duplication of benefits are received	**cannot** receive compensation for the same or similar type of practices for the same or similar loss.

154 Payment Policy (Continued)

B Receiving Benefits on Both ECP and TAP

An applicant may be eligible to receive benefits on the same stand for both ECP and TAP, providing the compensation is **not** approved for the same type of practice.

Example: If an applicant used ECP practices EC-1 (Debris Removal) and EC-2 (Grading, Shaping, Re-leveling), then the applicant would not be eligible to use TAP Practice 14 (Site Preparation). The applicant could be eligible for Practice 10 (Tree Planting Cost) and Practice 01 (Tree Replacement Cost) under TAP.

Note: All FSA-899's for payment that use both ECP and TAP practices for the same loss **must** be approved by a STC representative and documented in COC minutes.

C Payment Amount

Payments are limited to the lesser of either of the following:

- DAFP-established practice rates (subparagraph 152 A) **or**
- 70 percent of the actual cost of replanting trees, in excess of 15 percent mortality (adjusted for normal mortality) **and**
- reimbursement of 50 percent of the cost of pruning, removing, and other costs incurred to salvage existing trees or, in the case of tree mortality, to prepare the land to replant the trees, in excess of 15 percent damage or mortality (adjusted for normal tree damage and mortality).

154 Payment Policy (Continued)

D Timing of Payments

Payments will be made after the latest of the following:

- regulations have been published
- owner's submission of documentation that the practice was completed
- COC approval of FSA-899, Part G.

E Payments

Payments are computed using the smaller of either of the following:

- maximum trees/acres determined and approved for payment by COC on FSA-899, Part G
- the trees/acres actually completed and certified by the applicant from FSA-899, Part F.

The following are examples of payments.

Example 1: The applicant requested 3 stands with each stand having Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) on FSA-899, Part B. The applicant completed all 3 practices on 1 stand and completed FSA-899, Part F. This applicant is eligible for a payment on the stand that was completed.

Example 2: The applicant requested 1 stand with Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) on FSA-899, Part B. The applicant completed site preparation, but is able to complete only half of the tree planting and tree replacement on that stand because of the unavailability of trees. The applicant is **not** eligible for payment on any of the practices associated with the acreage, because all 3 practices **must** be completed.

155 FSA-770 TAP, TAP Checklist

A Introduction

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. FSA-770 TAP was developed to address areas of concern to ensure that TAP payments are issued properly.

B Using FSA-770 TAP's

FSA-770 TAP:

- may be used as a management tool to help address deficiencies identified by a review or spot check of whether TAP policies or procedures are being followed before issuing a TAP payment
- may be used when FSA-899, Part F is filed by the applicant
- is applicant specific
- does **not** negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to TAP.

Note: FSA-770 TAP was developed by the National Office and is the **only** authorized checklist for TAP. County Offices shall **not** use State- or locally-generated checklists for administering TAP.

C Maintaining FSA-770 TAP's

FSA-770 TAP:

- is applicable for each applicant by administrative county
- is designed to enable County Offices to update FSA-770 TAP as actions are taken
- shall be filed in the applicant's TAP folder.

155 FSA-770 TAP, TAP Checklist (Continued)

D Retention Period

All FSA-770 TAP's shall be retained in the applicant's TAP folder with FSA-899. If a new FSA-770 TAP is initiated, then the original FSA-770 TAP shall be retained, along with the newly initiated FSA-770 TAP. FSA-770 TAP shall be destroyed when FSA-899 is destroyed.

E County Offices Using FSA-770 TAP

The County Office may complete FSA-770 TAP to address deficiencies identified by a review or spot check on whether TAP policies and procedures are followed **before** issuing a TAP payment.

The County Office employee who completes each item on FSA-770 TAP is certifying the applicable TAP provisions have, or have not, been met. As an alternative, County Offices may choose to review all items after COC approval, if applicable.

After all questions on FSA-770 TAP are answered in a manner that supports approving the applicable forms, the County Office employee shall sign FSA-770 TAP, item 16A as the preparer.

Note: In cases involving multiple preparers, the preparer can use item 19, Remarks Section, to indicate items they verified.

Additionally, County Offices shall refer to the applicable handbook provisions, as specified, for additional information.

Reminder: County Offices **cannot** rely solely on using FSA-770 TAP for administering TAP. All TAP provisions **must** be met, **not** just the items included on FSA-770 TAP. FSA-770 TAP is used to assist with administering TAP and includes the major areas where deficiencies are identified, but is **not**, nor intended to be, inclusive of all TAP provisions.

155 FSA-770 TAP, TAP Checklist (Continued)

F Determining When to Use FSA-770 TAP

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete FSA-770 TAP if apparent control deficiencies are found during CED, STC representative, or DD reviews
- whether FSA-770 TAP is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

155 FSA-770 TAP, TAP Checklist (Continued)

G Example of FSA-770 TAP

This is an example of FSA-770-TAP.

This form is available electronically.

FSA-770 Tree Assistance Program (xx-xx-10)	**U.S. DEPARTMENT OF AGRICULTURE** Farm Service Agency	1. Applicant's Name	2. State Name
TAP Check List		3. County FSA Office Name	4. Crop Year

Office Staff Actions	Applicable Handbooks	YES	NO	N/A
5. Has the CCC-770 ELIG 2008 Checklist(s) been completed as applicable?	3-PL (Rev. 1), paragraph 3			
6. Did producer meet the Risk Management purchase requirements?	1-TAP (Revision 3), subparagraph 31 C			
7. Were the trees, bushes, and vines planted for commercial purposes, and lost and/or damaged as a result of an eligible natural disaster?	1-TAP (Revision 3) Paragraph 31 A			
8. Has signature authority been verified for all signatures on FSA-899?	1-CM, Paragraph 25			
9. Was FSA-578 filed before COC approval on FSA-899?	1-TAP (Revision 3), subparagraph 122 B			
10. Did producer provide acceptable evidence to COC for losses without physical evidence?	1-TAP (Revision 3), subparagraph 62 D			
11. Did County Office conduct and record a field visit for all losses on FSA-899 when physical evidence was available?	1-TAP (Revision 3), subparagraph 62 D			
12. Are the stand and owner eligible, and are the determined acres in the stand accurate?	1-TAP (Revision 3), Paragraph 91, Subparagraph 151 B, and Paragraph 63 A			
13. Were practice codes accurate on FSA-899?	1-TAP (Revision 3), Paragraph 152 A			
14. Has applicant submitted applicable cost documentation for all components on the stand for the completed practices?	1-TAP (Revision 3), Subparagraph 153 D			
15. Has FSA-899 been signed, dated, and approved by COC, or authorized representative and have approval/disapproval letters been issued to all applicants?	1-TAP (Revision 3), Subparagraph 61 G, and Paragraph 65			

Certification

16A. Signature of Preparer(s)	16B. Date *(MM-DD-YYYY)*

17A. I concur/do not concur the above items have been verified and updated. ☐ Concur ☐ Do Not Concur

17B. CED Signature for Spotcheck	17C. Date *(MM-DD-YYYY)*

18A. I concur/do not concur the above items have been verified and updated. ☐ Concur ☐ Do Not Concur

18B. DD Signature for Spotcheck	18C. Date *(MM-DD-YYYY)*

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155 FSA-770 TAP, TAP Checklist (Continued)

G Example of FSA-770 TAP (Continued)

FSA-**770 Tree Assistance Program** (xx-xx-10) Page 2

19. Remarks:

155 FSA-770 TAP, TAP Checklist (Continued)

H Completing FSA-770 TAP

Complete FSA-770 TAP according to the following table.

Item	Instructions
1	Enter name of the applicant.
2	Enter applicable State name.
3	Enter administrative County Office name that is completing FSA-770 TAP.
4	Enter applicable crop year.
5 through 15	Check (✓) “Yes”, “No”, or ENTER “**N/A**”.
16A and 16B	County Office employee who reviews items 5 through 15 shall sign, as preparer, and enter the current date.
17A	When applicable, CED or designated representative shall indicate whether or not they concur with the accuracy of items 5 through 15.
17B and 17C	CED or designated representative who completed item 17 A shall sign and enter the current date.
18A	When applicable, STC or their representative shall indicate whether or not they concur with the accuracy of items 5 through 15.
18B and 18C	STC or its representative who completed item 18 A shall sign and enter the current date.

156–180 (Reserved)

Parts 7-9 (Reserved)

181-270 (Reserved)

Part 10 TAP Applications

Section 1 Level 2 eAuthentication Access

271 Overview

A Basic Information

The TAP application software is intuitive web-based software with a centralized database.

TAP applications will be updated by FSA employees with Level 2 eAuthentication access.

B Definitions

In this part:

- user means FSA employee with Level 2 eAuthentication access, **except** where specifically noted
- home county means the same as administrative county in the web-based environment.

272 Accessing TAP Applications

A Accessing the TAP Application

Access the TAP Home Page from the FSA Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html.** Under Production Adjustment & Disaster Programs, CLICK "**TAP – Tree Assistance Program (2008-2011)**".

Note: Internet Explorer shall be used when accessing the TAP Home Page.

B TAP Login Screen

After users click "TAP – Tree Assistance Program (2008-2011)", users will be prompted with the following TAP Screen. CLICK "**Enter TAP**" to continue.

272 Accessing TAP Applications (Continued)

C USDA eAuthentication

After users click “Enter TAP”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I Agree**” to proceed or “**Cancel**” to end the process.

On the eAuthentication Login Screen, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The State, County and Program Year Selection Screen will be displayed.

273 State, County, and Program Year Selection

A Overview

After logging in, the State, County and Program Year Selection Screen will be displayed. Users must select a State/county and program year to process applications in their home counties.

B State, County and Program Year Selection Screen

Following is an example of the State, County and Program Year Selection Screen.

User shall use the drop-down menus to select the applicable:

- State/county
- program year.

CLICK "**Submit**". The TAP Application Summary Screen will be displayed.

274 TAP Application Summary

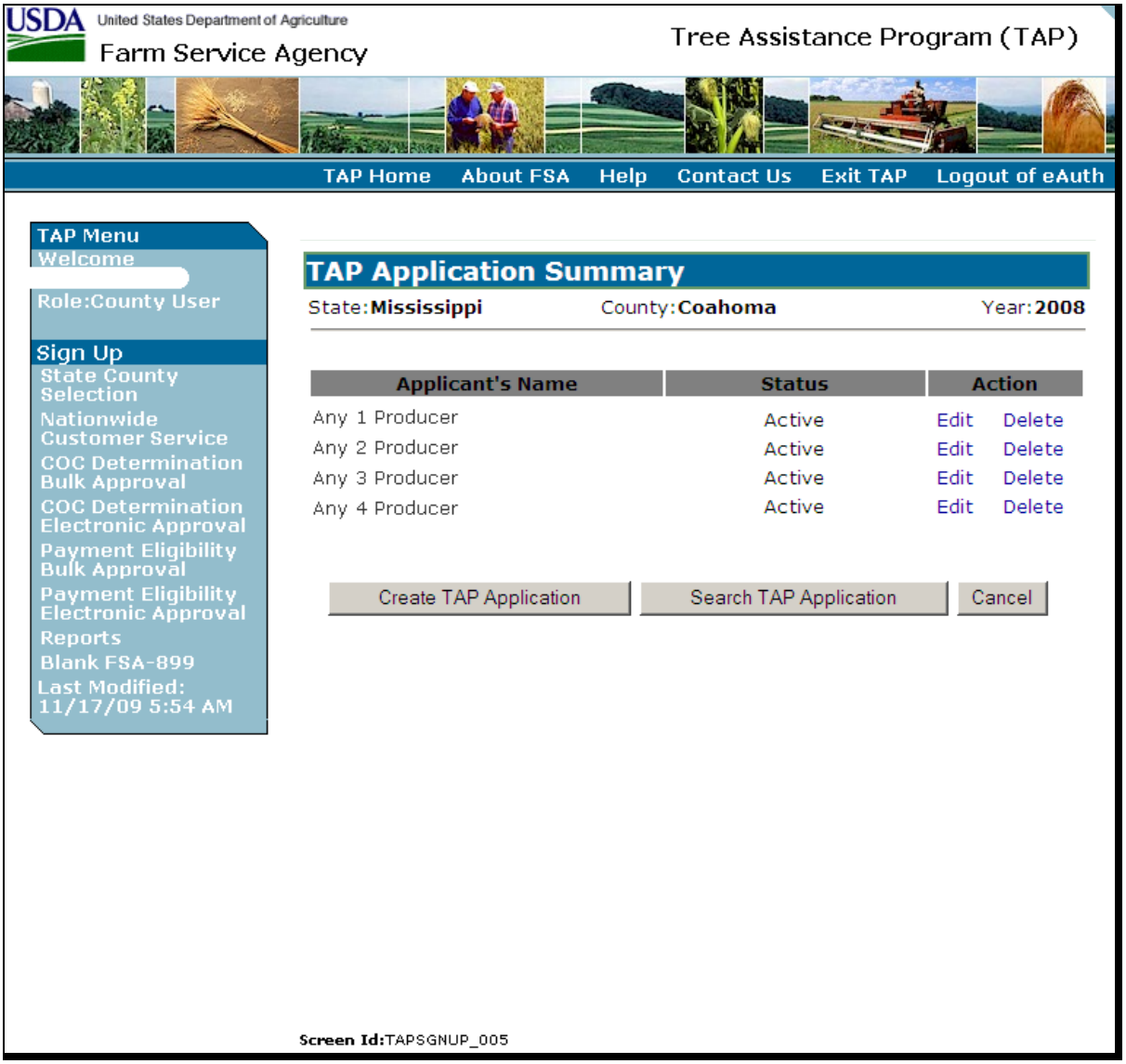
A Overview

After users have selected the State/county and program year, the TAP Application Summary Screen will be displayed. The TAP Application Summary Screen allows users to:

- add an application
- delete an application
- edit an existing application.

B TAP Application Summary Screen

Following is an example of the TAP Application Summary Screen.



274 TAP Application Summary (Continued)

B TAP Application Summary Screen (Continued)

To add a new application, CLICK "**Create TAP Application**". The SCIMS Customer Search Screen will be displayed. Select the producer and the Add New Stand (Part B) Screen will be displayed (paragraph 286).

To access an existing application, do either of the following:

- CLICK "**Edit**" link next to the application being accessed; the Stand Summary Screen will be displayed (paragraph 287)

- CLICK "**Search TAP Application**"; the SCIMS Customer Search Screen will be displayed, select the applicant and the Stand Summary Screen will be displayed (paragraph 287).

To delete an application, CLICK "**Delete**" link next to the application being deleted. The Delete Application Screen will be displayed (paragraph 288).

C "Status" Column

The "Status" column will be displayed with the status of the producer's TAP application, as follows.

If the application status is...	**THEN the application...**
"Active"	is active in the system.
"Suspended Active"	has been placed in a suspended state because of changes to basic program data (for example, the removal of a previously eligible disaster event). Suspended active applications must be accessed and modified to ensure that the most current data is on the application. A report is available that provides a listing of all suspended applications along with the reason for the suspension (see paragraph 366 for additional information).
"Suspended Inactive"	has been placed in a suspended state because of either of the following: • SCIMS duplicate resolution merge • farm records change that caused the applicant to no longer be associated with a farm in the program year. Suspended inactive applications cannot be accessed.

275-285 (Reserved)

286 Creating Applications

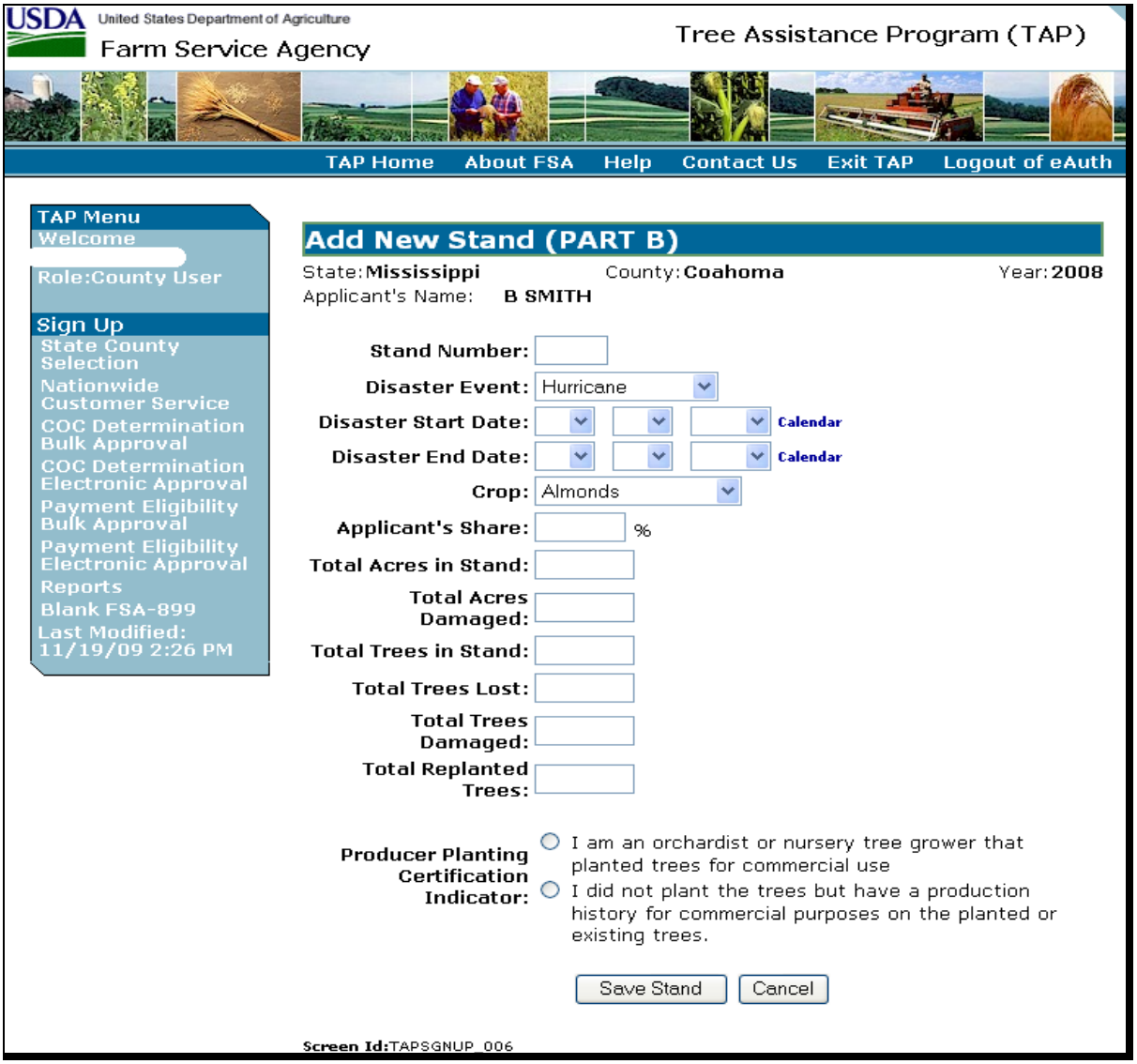
A Overview

After users have clicked “Create TAP Application” and a producer is selected from SCIMS, the Add New Stand (Part B) Screen will be displayed.

The Add New Stand (Part B) Screen allows users to add stand information to a producer’s application.

B Add New Stand (Part B) Screen

Following is an example of the Add New Stand (Part B) Screen.



286 Creating Applications (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add New Stand (Part B) Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Stand Number	Manual entry.	Enter County Office-assigned sequential stand number. **Note:** Stand numbers can be duplicated **only** if the stand suffers multiple losses within the same program year.
Disaster Event	Manual selection for the disaster event that caused the tree loss.	Select disaster event that caused the tree loss.
Disaster Start Date	Manual selection for the start date of the disaster event.	Select start and end date of the disaster event by either: • selecting the date from the drop-down menus • using the calendar option. A start date is always required; however, an end date is not required unless the disaster event continued over multiple days.
Disaster End Date	Manual selection for the end date of the disaster event.	
Crop	Manual selection.	Select crop that sustained a loss during the selected disaster event.
Applicant's Share	Manual entry.	Enter applicant's share.
Total Acres in Stand	Manual entry.	Enter in tenths, the total acres that the applicant reports in the stand.

286 Creating Applications (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Total Acres Damaged	Manual entry.	Enter in tenths, the total acres that the applicant reports are damaged in the stand.
Total Trees in Stand	Manual entry.	Enter in whole numbers, the total trees that the applicant reports in the stand.
Total Trees Lost	Manual entry.	Enter in whole numbers, the total trees that the applicant reports are lost in the stand.
Total Trees Damaged	Manual entry.	Enter in whole numbers, the total trees that the applicant reports are damaged in the stand.
Total Replanted Trees	Manual entry.	Enter in whole numbers, the total trees that were replanted in the stand since the last loss was reported. **Note:** Only applicable if a loss has already been reported for the same stand of trees in the same program year.
Producer Planting Certification Indicator	Manual selection.	Click radio button for which of the following applies to the applicant: • "I am an orchardist or nursery tree grower that planted trees for commercial use" • "I did not plant the trees, but have a production history for commercial purposes on the planted or existing trees."
Save Stand	Saves all data entered on the Add New Stand (Part B) Screen. Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to TAP Application Summary Screen without saving data entered on the Add New Stand (Part B) Screen.	

286 Creating Applications (Continued)

D Practice Information

The stand will **not** be complete until practice information is added. To add practice information, CLICK "**Add New Practice for Request**" on the Stand Summary Screen according to paragraph 287.

287 Stand Summary

A Overview

The Stand Summary Screen provides a summary of data that has been entered for an application. The Stand Summary Screen is used to:

- add:
  - stands
  - COC determinations
  - payment eligibility
  - practices to existing:
    - stands
    - COC determinations
    - payment eligibility
  - applicant signature dates
  - COC signature dates
- edit:
  - stand information
  - COC determinations
  - payment eligibility
  - practice information
- delete:
  - existing stands
  - practices.

287 Stand Summary (Continued)

B Stand Summary Screen

Following is an example of the Stand Summary Screen.

TAP Menu
Welcome
Role:County User

Sign Up
State County Selection
Nationwide Customer Service
COC Determination Bulk Approval
COC Determination Electronic Approval
Payment Eligibility Bulk Approval
Payment Eligibility Electronic Approval
Reports
Blank FSA-899
Last Modified: 11/19/09 2:26 PM

Stand Summary

State: **Mississippi** County: **Coahoma** Year: **2008**
Applicant's Name: **B SMITH**

Add a new Stand **Sort By:** Stand By Ascending
Expand All Collapse All

Stand#: 1 Blizzard 02/12/2008-02/13/2008 Edit Delete Collapse
Crop: Apples

Requested (PART B) Edit

Applicant's Share: 75.00 Total Acres in Stand: 5.0 Total Acres Damaged: 3.0
Total Trees in Stand: 500.0 Total Trees Lost: 250.0
Total Trees Damaged: 50.0 Total Replanted Trees: 0.0

Practice Code	Trees/Acres Requested		
02	50	Edit	Delete
01	250	Edit	Delete
14	3.0	Edit	Delete
10	250	Edit	Delete

Add New Practice for Request

COC Determined (PART D & PART E) Edit

Total Determined Acres in Stand: 5.0
Total Determined Damaged Acres in Stand: 3.0
Total Determined Acres for payment: 2.5
Total Determined Trees in Stand: 500
Total determined Trees Lost: 247
Total Determined Trees Lost for Payment: 154
Total Determined Trees Damaged: 45
Total Determined Trees Damaged for payment: 0
Determined Replanted Trees Count: 0

Practice Code	Trees/Acres Determined		
01	154	Edit	Delete
14	2.5	Edit	Delete
10	154	Edit	Delete

Add New Practice for Determination

COC Signature Date: 11 / 25 / 2009 Calendar
Approve Disapprove

Payment Eligibility (PART F & PART G) Edit

Practice Code	Trees/Acres Completed	
01	154	Edit
14	2.5	Edit
10	154	Edit

Producer Payment Eligibility Signature Date: 11 30 2009 Calendar
Type Of Signature : Paper

COC Payment Eligibility Signature Date: 11 / 30 / 2009 Calendar
Approve Disapprove

Risk Management Purchase Requirement Certification Yes No
Did the producer have a NAP and/or CAT Buy In II Application? Yes No

Applicant's Signature Date: 11 / 20 / 2009 Calendar
Type Of Signature : Paper

Submit Cancel
Go To Top

Screen Id: TAPSGNUP_001

287 Stand Summary (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Stand Summary Screen.

Field/Button	Description	Action
	Basic Functionality	
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Add a New Stand	Manual selection.	Add New Stand (Part B) Screen will be displayed (see paragraph 286 for additional information).
Sort By	Manual selection. The options are: • "Stand by Ascending" • "Stand by Descending" • "Disaster Date by Ascending" • "Disaster Date by Descending" • "Disaster Event by Ascending" • "Disaster Event by Descending".	Select the desired sort order. The stands will be resorted according to the sort order selected. The sort order is defaulted to "Stand by Ascending".
Expand All	Manual selection to expand all stands.	Displays an expanded view of all stands on the application.
Collapse All	Manual selection to collapse all stands.	Displays a collapsed view of all stands on the application.
Edit Stand	Manual selection to edit the stand.	Edit Stand (Part B) Screen will be displayed (see paragraph 296 for additional information).
Delete Stand	Manual selection to delete the stand.	Delete Stand Screen will be displayed (see paragraph 297 for additional information).
Expand Stand	Manual selection to expand the stand. **Note:** The "Expand" link is only displayed when the stand is collapsed.	Displays an expanded view of the selected stand.

287 Stand Summary (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Collapse Stand	Provides the ability to collapse the stand. **Note:** The "Collapse" link is only displayed when the stand is expanded.	Displays a collapsed view of the selected stand.
Risk Management Purchase Requirement Certification	Manual selection.	CLICK "Yes" or "No" radio button.
Did the producer have a NAP and/or CAT Buy-In 2 Application?	Manual selection.	CLICK "Yes" or "No" radio button.
Applicant's Signature Date	Manual selection. **Note:** This signature date only applies to Part B – Stand Information.	Select the month, day, and year from the drop-down menus.
Type of Signature	Manual selection from a list of applicable signature types.	Select the signature type from the drop-down menu.
Cancel	Cancels modification of the selected application. TAP Application Summary Screen will be displayed (see paragraph 274 for additional information).	
Submit	Submits changes. Stand Summary Screen will be redisplayed with the message, "Stand Summary Information has been successfully saved."	
Stand Information Functionality (Only available when the stand is expanded.)		
Edit Stand Information	Manual selection to edit stand information for the selected stand.	Edit Stand (Part B) Screen will be displayed (see paragraph 296 for additional information).
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information (Part B) Screen will be displayed (see paragraph 298 for additional information).
Delete Practice	Manual selection to delete the selected practice.	Delete Practice Information Screen will be displayed (see paragraph 299 for additional information).
Add New Practice for Request	Manual selection to add a new practice to the stand information.	Add Practice Information (Part B) Screen will be displayed (see paragraph 300 for additional information).

287 Stand Summary (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
COC Determination Functionality (Only available when the stand is expanded.)		
Edit COC Determination	Manual selection to edit COC determination for the selected stand.	Edit Stand For COC Action/ Determination Screen will be displayed (see paragraph 311 for additional information).
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information for COC Action/Determination Screen will be displayed (see paragraph 312 for additional information).
Delete Practice	Manual selection to delete the selected practice.	Delete Practice Information for COC Action/Determination Screen will be displayed (see paragraph 313 for additional information).
Add New Practice for Request	Manual selection to add a new practice to COC determination.	Add Practice Information for COC Action/Determination Screen will be displayed (see paragraph 314 for additional information).
COC Signature Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Approve/Disapprove	Manual selection.	CLICK “Approve” or “Disapprove” radio button.
Payment Eligibility Functionality (Only available when the stand is expanded.)		
Edit Payment Eligibility	Manual selection to edit Payment Eligibility for the selected stand.	Edit Payment Eligibility Screen will be displayed (see paragraph 326 for additional information).
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Code Payment Eligibility Screen will be displayed (see paragraph 327 for additional information).
Producer Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Type of Signature	Manual selection of a list of applicable signature types.	Select the signature type from the drop-down menu.
COC Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Approve/Disapprove	Manual selection.	CLICK “Approve” or “Disapprove” radio button.

288 Deleting Applications

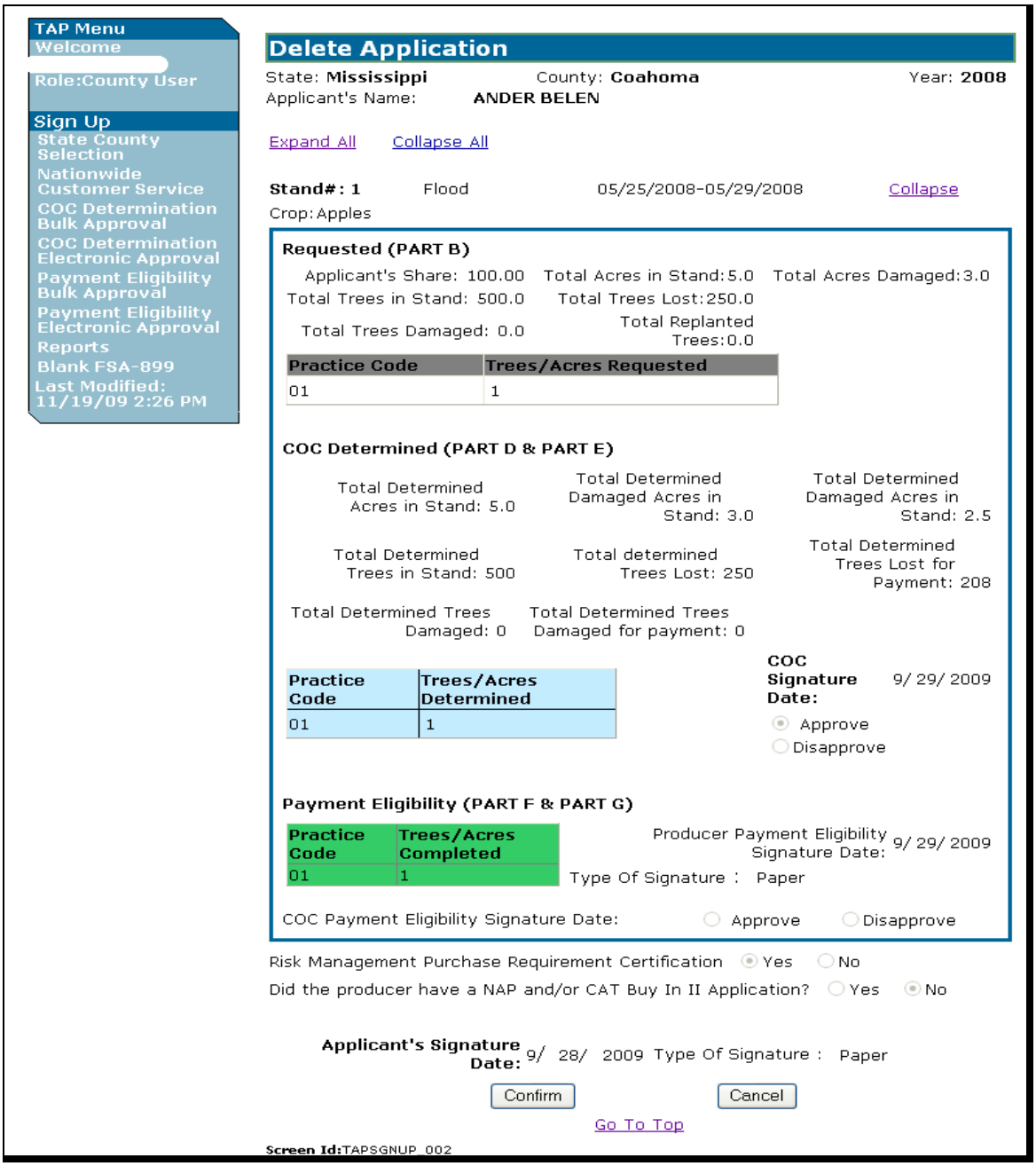
A Overview

To delete applications, on the TAP Application Summary Screen, CLICK “Delete” link next to the application to be deleted. The Delete Application Screen will be displayed.

The Delete Application Screen provides the ability to delete applications.

B Delete Application Screen

Following is an example of the Delete Application Screen.



288 Deleting Applications (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Delete Application Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being deleted.	
Expand All	Manual selection to expand all stands.	Displays an expanded view of all stands on the application.
Collapse All	Manual selection to collapse all stands.	Displays a collapsed view of all stands on the application.
Expand	Manual selection to expand the stand. **Note:** "Expand" link is only displayed when the stand is collapsed.	Displays an expanded view of the selected stand.
Collapse	Provides the ability to collapse the stand. **Note:** "Collapse" link is only displayed when the stand is expanded.	Displays a collapsed view of the selected stand.
Confirm	TAP Application Summary Screen will be redisplayed with the message, "Application successfully deleted".	
Cancel	Returns to the TAP Application Summary Screen without deleting the application.	

289-295 (Reserved)

296 Editing Stands (Part B)

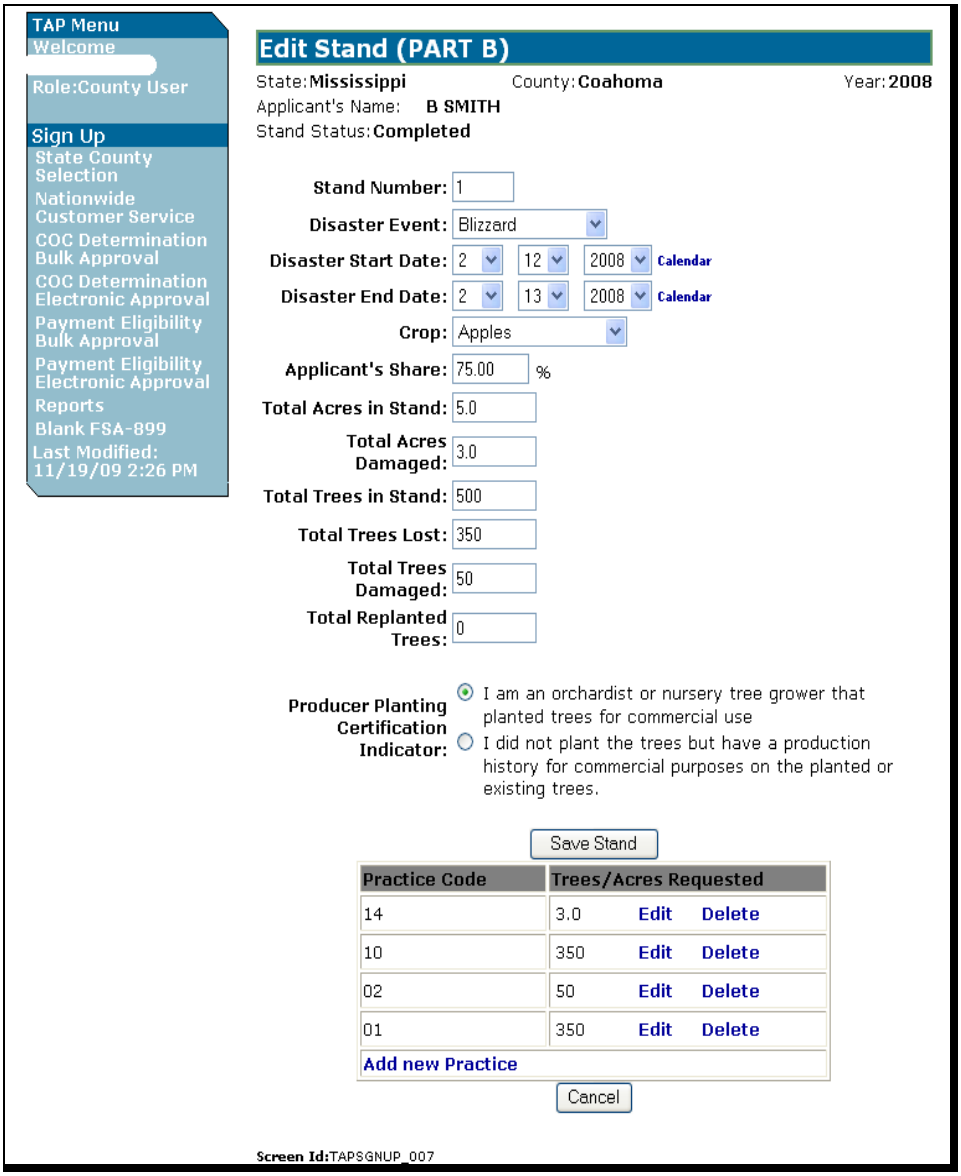
A Overview

After the "Edit" link next to the stand number is selected from the Stand Summary Screen, the Edit Stand (Part B) Screen will be displayed.

The Edit Stand (Part B) Screen provides the ability to edit stand information for an existing application.

B Edit Stand (Part B) Screen

Following is an example of the Edit Stand (Part B) Screen.



296 Editing Stands (Part B) (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Stand (Part B) Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Manual entry.	Edit the County Office-assigned sequential stand number. **Note:** Stand numbers can be duplicated only if the stand suffers multiple losses within the same program year.
Disaster Event	Manual selection for the disaster event that caused the tree loss.	Edit the disaster event that caused the tree loss.

296 Editing Stands (Part B) (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Disaster Start Date	Manual selection for the start date of the disaster event.	Edit the start and end date of the disaster event by either: • selecting the date from the drop-down menus • using the calendar option. A start date is always required; however, an end date is not required unless the disaster event continued over multiple days.
Disaster End Date	Manual selection for the end date of the disaster event.	
Crop	Manual selection.	Edit the crop that sustained a loss during the selected disaster event.
Applicant's Share	Manual entry.	Edit the applicant's share.
Total Acres in Stand	Manual entry.	Edit the total acres that the applicant reports in the stand.
Total Acres Damaged	Manual entry.	Edit the total acres that the applicant reports are damaged in the stand.
Total Trees in Stand	Manual entry.	Edit the total trees that the applicant reports in the stand.
Total Trees Lost	Manual entry.	Edit the total trees that the applicant reports are lost in the stand.
Total Trees Damaged	Manual entry.	Edit the total trees that the applicant reports are damaged in the stand.
Total Replanted Trees	Manual entry.	Edit the total trees that were replanted in the stand since the last loss was reported. **Note:** Only applicable if a loss has already been reported for the same stand of trees in the same program year.
Producer Planting Certification Indicator	Manual selection.	Edit which of the following applies to the applicant: • "I am an orchardist or nursery tree grower that planted trees for commercial use" • "I did not plant the trees but have a production history for commercial purposes on the planted or existing trees."

296 Editing Stands (Part B) (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information Screen will be displayed (see paragraph 298 for additional information).
Delete Practice	Manual selection to delete the selected practice.	Delete Practice Information Screen will be displayed (see paragraph 299 for additional information).
Add New Practice	Manual selection to add a new practice to the selected stand.	Add Practice Information (Part B) Screen will be displayed (see paragraph 300 for additional information).
Save Stand	Saves all data edited on the Edit Stand (Part B) Screen. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Stand (Part B) Screen.	

297 Deleting Stands

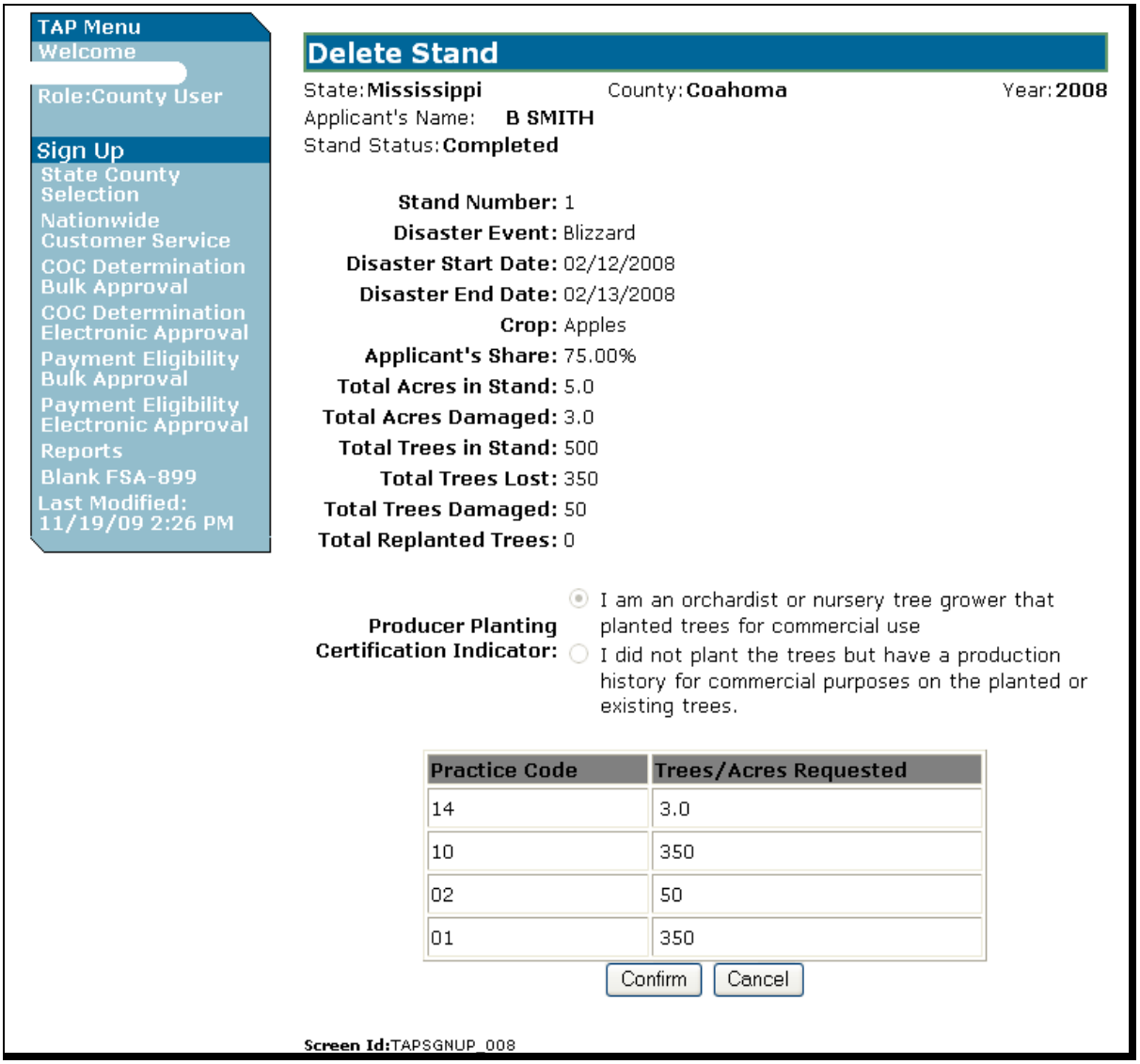
A Overview

After the “Delete” link is selected from the Stand Summary Screen, the Delete Stand Screen will be displayed.

The Delete Stand Screen provides the ability to delete stand information for an existing application.

B Delete Stand Screen

Following is an example of the Delete Stand Screen.



297 Deleting Stands (Continued)

C Field Descriptions

The following table provides the field descriptions for the Delete Stand Screen.

Field/Button	Description
State	Displays State selected on the State, County and Program Year Selection Screen.
County	Displays county selected on the State, County and Program Year Selection Screen.
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.
Applicant's Name	Displays name of the producer for which the application is being updated.
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.
Disaster Start Date	Displays disaster start date entered on the Add New Stand (Part B) Screen.
Disaster End Date	Displays disaster end date entered on the Add New Stand (Part B) Screen.
Crop	Displays crop selected on the Add New Stand (Part B) Screen.
Applicant's Share	Displays applicant's share entered on the Add New Stand (Part B) Screen.
Total Acres in Stand	Displays total acres in stand entered on the Add New Stand (Part B) Screen.
Total Acres Damaged	Displays total acres damaged entered on the Add New Stand (Part B) Screen.
Total Trees in Stand	Displays total trees in stand entered on the Add New Stand (Part B) Screen.
Total Trees Lost	Displays total trees lost entered on the Add New Stand (Part B) Screen.
Total Trees Damaged	Displays total trees damaged entered on the Add New Stand (Part B) Screen.
Total Replanted Trees	Displays total replanted trees entered on the Add New Stand (Part B) Screen.

297 Deleting Stands (Continued)

C Field Descriptions (Continued)

Field/Button	Description
Producer Planting Certification Indicator	Displays producer planting certification indicator selected on the Add New Stand (Part B) Screen.
Practice Code	Displays practice code selected on the Add Practice Information (Part B) Screen.
Trees/Acres Requested	Displays trees/acres requested entered on the Add Practice Information (Part B) Screen.
Confirm	Stand Summary Screen will be redisplayed with the message, “Stand successfully deleted”.
Cancel	Returns user to the TAP Application Summary Screen without deleting the stand.

298 Editing Practice Information (Part B)

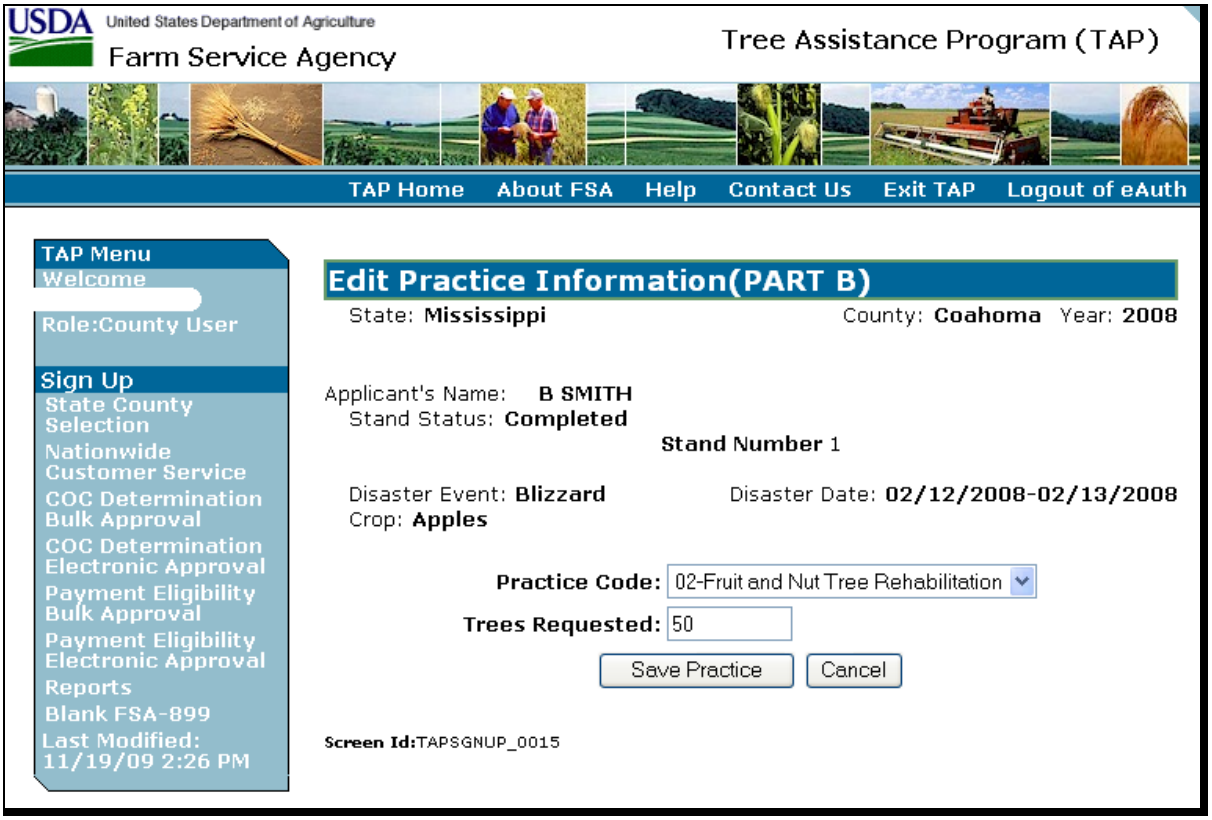
A Overview

After the “Edit” link next to the practice is selected from the Stand Summary Screen, the Edit Practice Information (Part B) Screen will be displayed.

The Edit Practice Information (Part B) Screen provides the ability to edit practice information for a stand.

B Edit Practice Information (Part B) Screen

Following is an example of the Edit Practice Information (Part B) Screen.



298 Editing Practice Information (Part B) (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Practice Information (Part B) Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the applicant.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Practice Code	Manual selection.	Edit the displayed practice code.
Trees/Acres Requested	Manual entry.	Edit the number of trees or acres that the applicant is requesting.
Save Practice	Saves the practice information as edited. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Practice Information (Part B) Screen.	

299 Deleting Practice Information

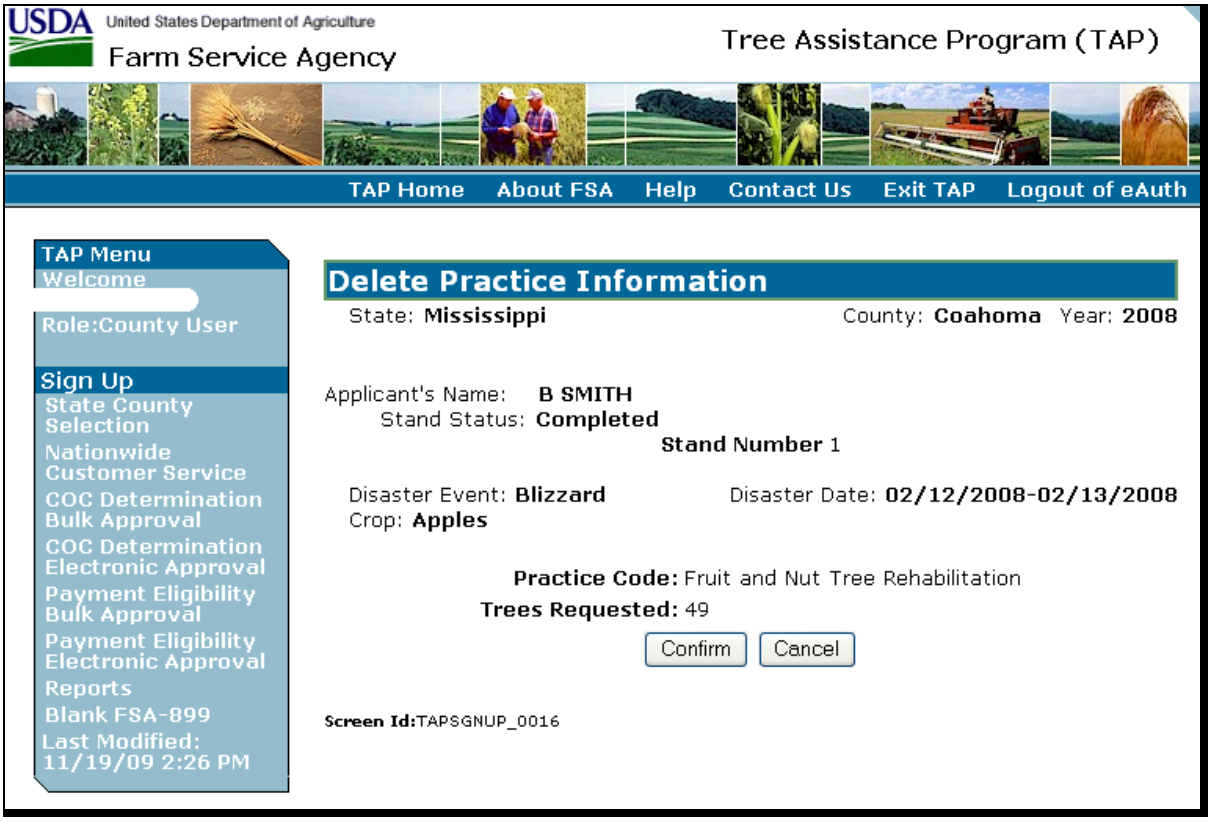
A Overview

After the “Delete” link next to the practice is selected from the Stand Summary Screen, the Delete Practice Information Screen will be displayed.

The Delete Practice Information Screen provides the ability to delete practice information for an existing application.

B Delete Practice Information Screen

Following is an example of the Delete Practice Information Screen.



299 Deleting Practice Information (Continued)

C Field Descriptions

The following table provides the field descriptions for the Delete Practice Information Screen.

Field/Button	Description
State	Displays State selected on the State, County and Program Year Selection Screen.
County	Displays county selected on the State, County and Program Year Selection Screen.
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.
Applicant's Name	Displays name of the producer for which the application is being updated.
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.
Disaster Start Date	Displays disaster start date entered on the Add New Stand (Part B) Screen.
Disaster End Date	Displays disaster end date entered on the Add New Stand (Part B) Screen.
Crop	Displays crop selected on the Add New Stand (Part B) Screen.
Practice Code	Displays practice code selected on the Add Practice Information (Part B) Screen.
Trees/Acres Requested	Displays trees/acres requested entered on the Add Practice Information (Part B) Screen.
Confirm	Stand Summary Screen will be redisplayed with the message, "Practice Information successfully deleted".
Cancel	Returns to the TAP Application Summary Screen without deleting the practice.

300 Adding Practice Information (Part B)

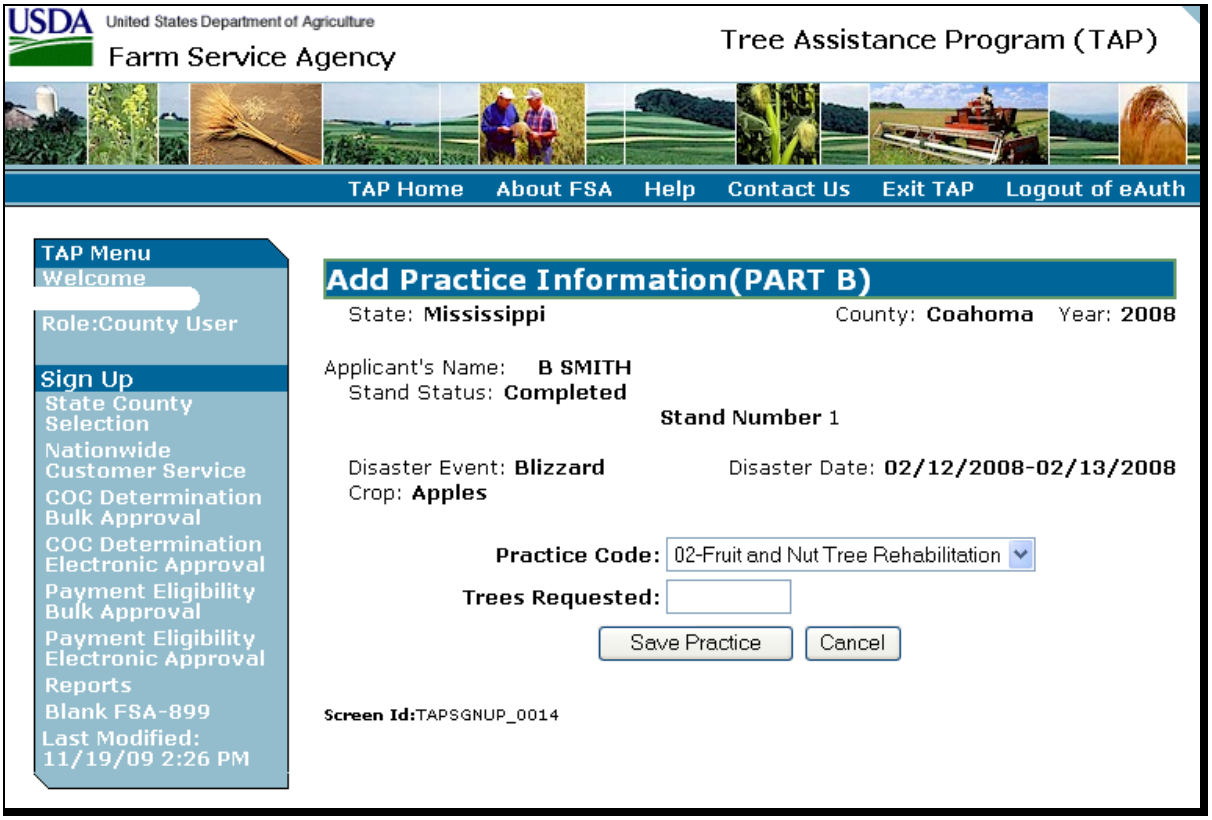
A Overview

After the “Add New Practice for Request” link under Stand Information is selected from the Stand Summary Screen, the Add Practice Information (Part B) Screen will be displayed.

The Add Practice Information (Part B) Screen provides the ability to add practice information to a stand.

B Add Practice Information (Part B) Screen

Following is an example of the Add Practice Information (Part B) Screen.



300 Adding Practice Information (Part B) (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Practice Information (Part B) Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the applicant.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Practice Code	Manual selection.	Select the practice code from the drop-down menu.
Trees/Acres Requested	Manual entry.	Enter number of trees or acres being requested for the practice code.
Save Practice	Saves the practice information as entered. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data entered on the Add Practice Information (Part B) Screen.	

301-310 (Reserved)

311 Editing Stands for COC Action/Determination

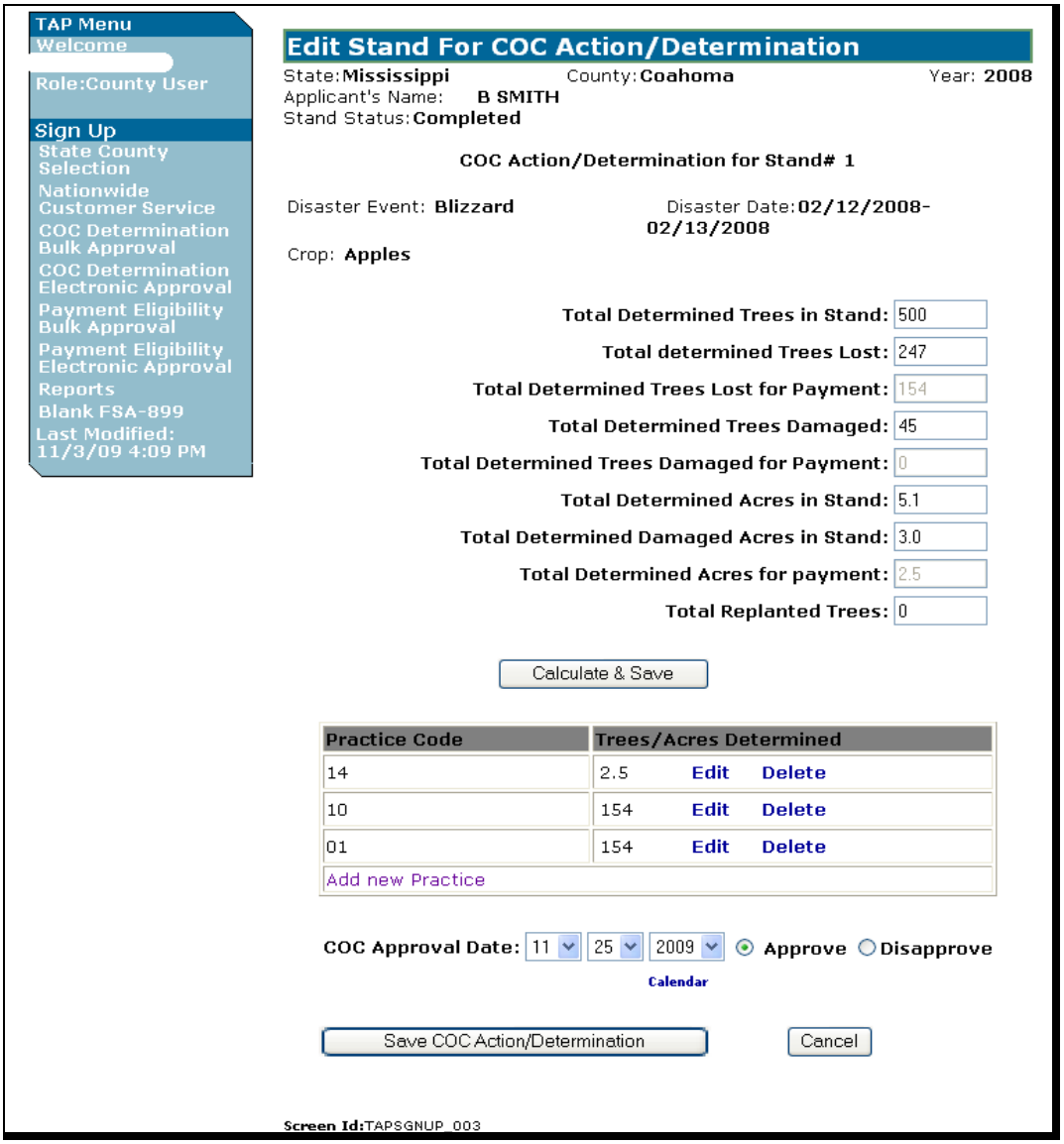
A Overview

After the "Edit" link next to COC Determined (Part D & Part E) is selected from the Stand Summary Screen, the Edit Stand For COC Action/Determination Screen will be displayed.

The Edit Stand For COC Action/Determination Screen provides the ability to edit COC determination for an existing application.

B Edit Stand For COC Action/Determination Screen

Following is an example of the Edit Stand For COC Action/Determination Screen.



311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Stand For COC Action/Determination Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number selected from the Stand Summary Screen.	
Disaster Event	Displays disaster event selected for the stand.	
Disaster Start Date	Displays disaster dates entered for the stand.	
Crop	Displays crop from the selected stand.	
Total Determined Trees in Stand	Manual entry.	Enter number of trees in the stand as determined by COC.
Total Determined Trees Lost	Manual entry.	Enter number of damaged trees in the stand as determined by COC.
Total Determined Trees Lost for Payment	Calculated according to the following **IF the loss is...** / **THEN...** the first loss of the calendar year for the stand: multiply: • Total Determined Trees in Stand, times • 15 percent plus normal mortality. **Note:** If the loss threshold has not been met, the Total Determined Trees Lost for Payment will be calculated as zero.	

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description			Action
Total Determined Trees Lost for Payment (Continued)	**IF the loss is...**	**THEN...**		
	a subsequent loss for the stand	**Step**	**Action**	
		1	Multiply: • Total Determined Trees in Stand, times • 15 percent.	
		2	Multiply: • Total Replanted Trees from the current loss, times • normal mortality rate.	
		3	Add: • step 1, plus • step 2. **Note:** If the loss threshold has not been met, the Total Determined Trees Lost for Payment will be calculated as zero. The system will **not** continue to step 4.	
		4	Add: • 15 percent, plus • normal mortality rate.	
		5	Multiply: • Total Determined Trees Lost for the current loss, times • step 4.	
		6	Subtract: • Total Determined Trees Lost, minus • step 5.	
		7	Multiply: • step 6, times • applicant share.	

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description			Action
Total Determined Trees Damaged	Manual entry.			Enter number of damaged trees in the stand as determined by COC.
Total Determined Trees Damaged for Payment	Calculated according to the following:			
	IF the loss is...	**THEN...**		
	the first loss of the calendar year for the stand	multiply: • Total Determined Trees in Stand, times • 15 percent plus normal mortality. **Note:** If the loss threshold has not been met, the Total Determined Trees Damaged for Payment will be calculated as zero.		
	a subsequent loss for the stand	**Step**	**Action**	
		1	Multiply: • Total Determined Trees in Stand, times • 15 percent.	
		2	Multiply: • Total Replanted Trees from the current loss, times • normal mortality rate.	
		3	Add: • step 1, plus • step 2. **Note:** If the loss threshold has not been met, the Total Determined Trees Damaged for Payment will be calculated as zero. The system will **not** continue to step 4.	
		4	Add: • 15 percent, plus • normal mortality rate.	
		5	Multiply: • Total Determined Trees Damaged for the current loss, times • step 4.	
		6	Subtract: • Total Determined Trees Damaged, minus • step 5.	
		7	Multiply: • step 6, times • applicant share.	

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Total Determined Acres in Stand	Manual entry.	Enter number of acres in the stand as determined by COC.
Total Determined Damaged Acres in Stand	Manual entry.	Enter number of damaged acres in the stand as determined by COC.
Total Determined Acres for Payment	Calculated according to the following **Step** — **Action** 1 — Add: • 15 percent, plus • normal mortality rate 2 — Multiply: • Total Determined Damaged Acres in Stand, times • step 1. 3 — Subtract: • Total Determined Damaged Acres in Stand, minus • step 2.	
Total Replanted Trees	Manual entry.	Enter number of trees that have been replanted since the last loss on the stand.
Calculate and Save	Saves entries made on the screen and calculates: • Total Determined Trees Lost for Payment • Total Determined Trees Damaged for Payment • Total Determined Acres for Payment.	
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information for COC Action/Determination Screen will be displayed (see paragraph 312 for additional information).

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Delete Practice	Manual selection to delete the selected practice.	Delete Practice Information for COC Action/Determination Screen will be displayed (see paragraph 313 for additional information).
Add New Practice	Manual selection to add a new practice to the selected stand.	Add Practice Information for COC Action/Determination Screen will be displayed (see paragraph 314 for additional information).
COC Approval Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Approve/Disapprove	Manual selection.	CLICK “Approve” or “Disapprove” radio button.
Save COC Action/Determination	Saves all data edited on the Edit Stand For COC Action/Determination Screen. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Stand For COC Action/Determination Screen.	

312 Editing Practice Information for COC Action/Determination

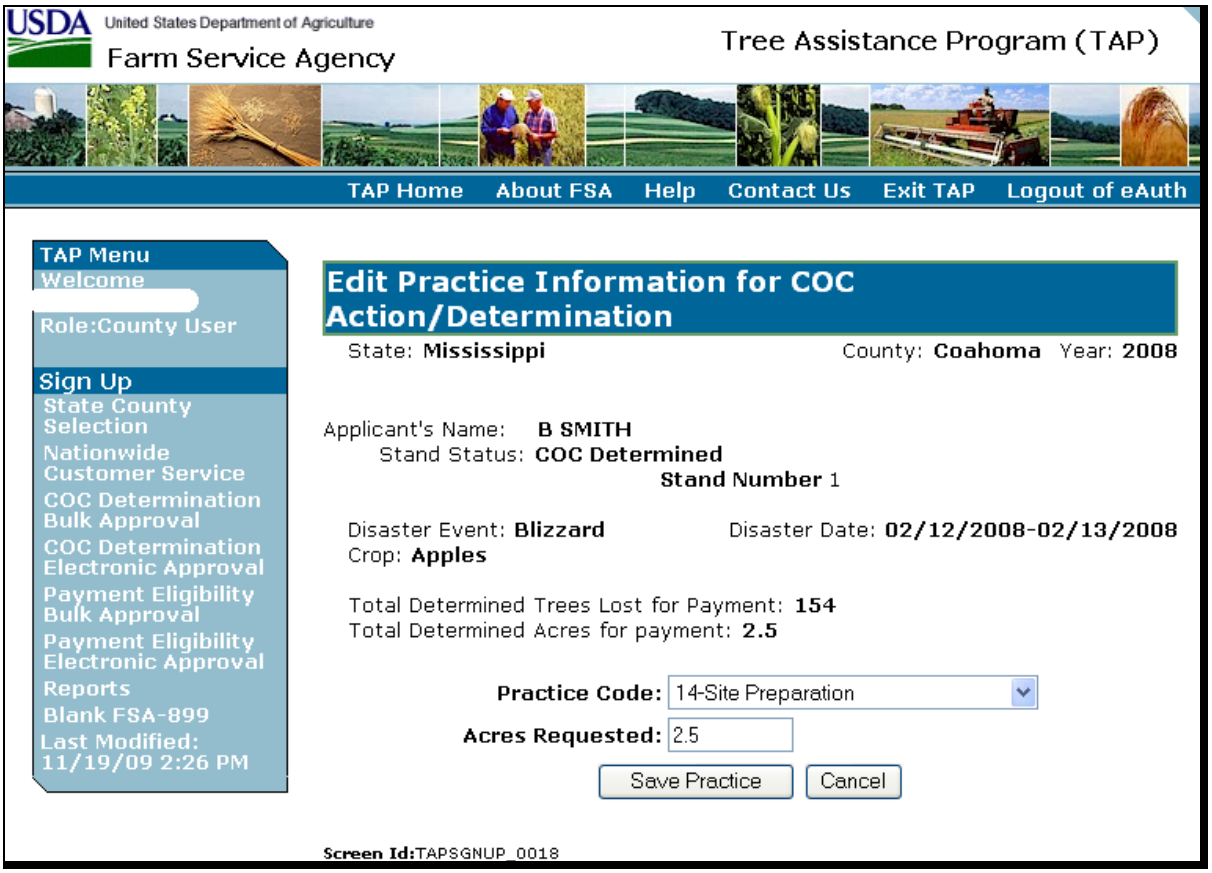
A Overview

After the “Edit” link next to the practice is selected from the Stand Summary Screen, the Edit Practice Information for COC Action/Determination Screen will be displayed.

The Edit Practice Information for COC Action/Determination Screen provides the ability to edit practice information for a stand.

B Edit Practice Information for COC Action/Determination Screen

Following is an example of the Edit Practice Information for COC Action/Determination Screen.



312 Editing Practice Information for COC Action/Determination (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Practice Information for COC Action/Determination Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the applicant.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Total Determined Trees Lost for Payment	Displays calculated Total Determined Trees Lost for Payment.	
Total Determined Acres for Payment	Displays calculated Total Determined Acres for Payment.	
Practice Code	Manual selection.	Edit the displayed practice code.
Trees/Acres Requested	Manual entry.	Edit the number of trees or acres that the applicant is requesting.
Save Practice	Saves the practice information as edited. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Practice Information for COC Action/Determination Screen.	

313 Deleting Practice Information for COC Action/Determination

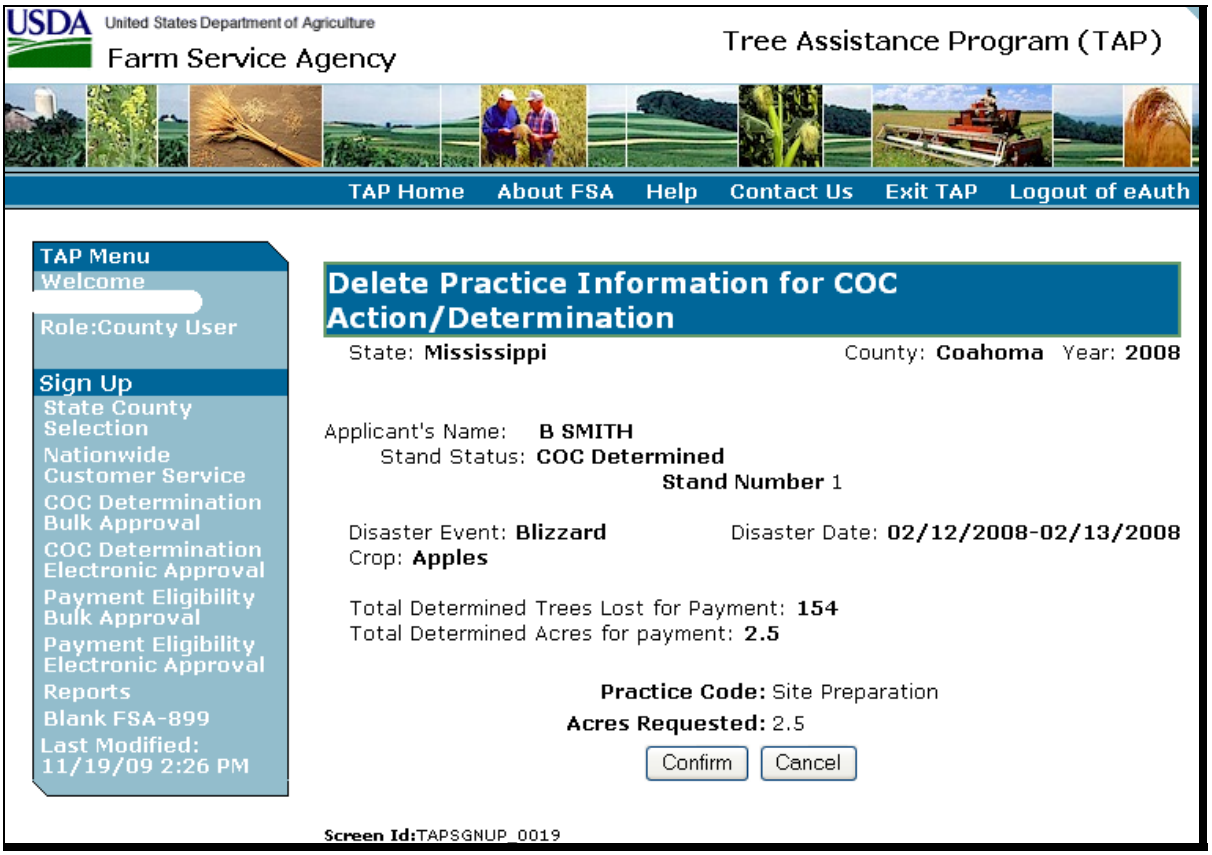
A Overview

After the “Delete” link next to the practice is selected from the Stand Summary Screen, the Delete Practice Information for COC Action/Determination Screen will be displayed.

The Delete Practice Information for COC Action/Determination Screen provides the ability to delete practice information for an existing application.

B Delete Practice Information for COC Action/Determination Screen

Following is an example of the Delete Practice Information for COC Action/Determination Screen.



313 Deleting Practice Information for COC Action/Determination (Continued)

C Field Descriptions

The following table provides the field descriptions for the Delete Practice Information for COC Action/Determination Screen.

Field/Button	Description
State	Displays State selected on the State, County and Program Year Selection Screen.
County	Displays county selected on the State, County and Program Year Selection Screen.
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.
Applicant's Name	Displays name of the producer for which the application is being updated.
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.
Disaster Start Date	Displays disaster start date entered on the Add New Stand (Part B) Screen.
Disaster End Date	Displays disaster end date entered on the Add New Stand (Part B) Screen.
Crop	Displays crop selected on the Add New Stand (Part B) Screen.
Total Determined Trees Lost for Payment	Displays calculated total determined trees lost for payment.
Total Determined Acres for Payment	Displays calculated total determined acres for payment.
Practice Code	Displays practice code selected on the Add Practice Information for COC Action/Determination Screen.
Trees/Acres Requested	Displays trees/acres requested entered on the Add Practice Information for COC Action/Determination Screen.
Confirm	Stand Summary Screen will be redisplayed with the message, "Practice Information successfully deleted".
Cancel	Returns to the TAP Application Summary Screen without deleting the practice.

314 Adding Practice Information for COC Action/Determination

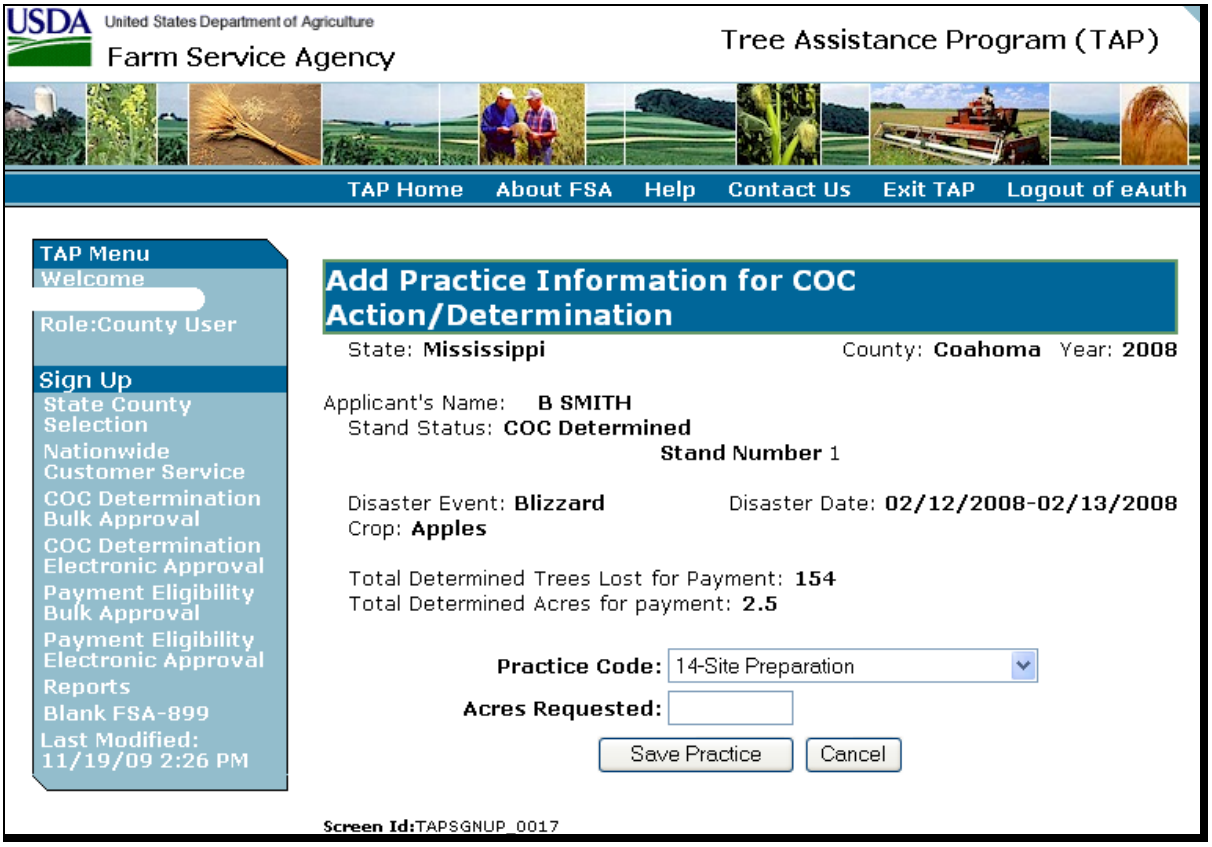
A Overview

After the "Add New Practice for Request" link under Stand Information is selected from the Stand Summary Screen, the Add Practice Information for COC Action/Determination Screen will be displayed.

The Add Practice Information for COC Action/Determination Screen provides the ability to add practice information to a stand.

B Add Practice Information for COC Action/Determination Screen

Following is an example of the Add Practice Information for COC Action/Determination Screen.



314 Adding Practice Information for COC Action/Determination (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Practice Information for COC Action/Determination Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the applicant.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Total Determined Trees Lost for Payment	Displays calculated Total Determined Trees Lost for Payment.	
Total Determined Acres for Payment	Displays calculated Total Determined Acres for Payment.	
Practice Code	Manual selection.	Select COC practice code.
Trees/Acres Requested	Manual entry.	Enter number of trees or acres that COC is approving.
Save Practice	Saves the practice information as entered. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data entered on the Add Practice Information for COC Action/Determination Screen.	

315-325 (Reserved)

326 Editing Payment Eligibility

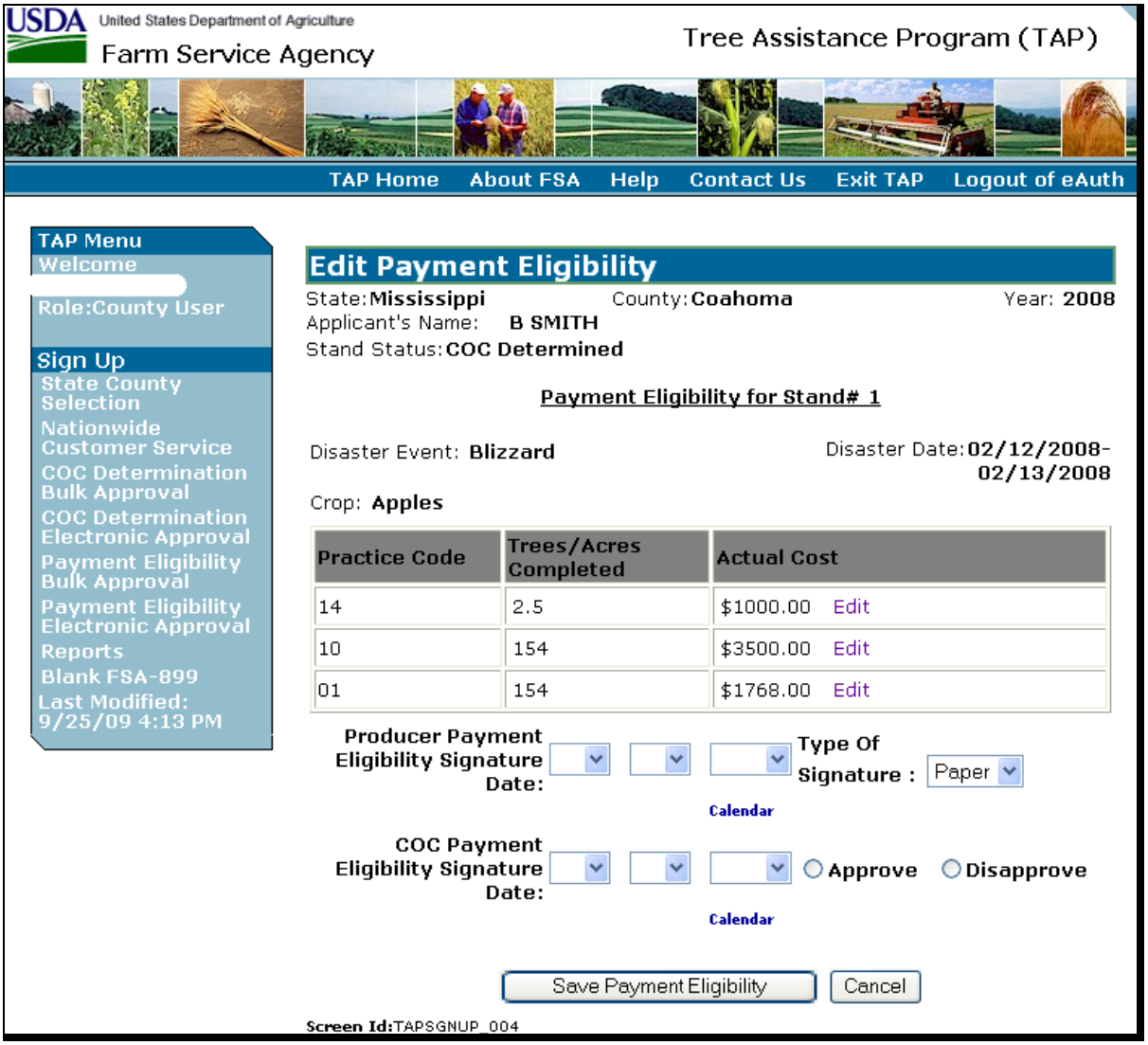
A Overview

After the "Edit" link next to Payment Eligibility (Part F & Part G) is selected from the Stand Summary Screen, the Edit Payment Eligibility Screen will be displayed.

The Edit Payment Eligibility Screen provides the ability to edit payment eligibility information for an existing application.

B Edit Payment Eligibility Screen

Following is an example of the Edit Payment Eligibility Screen.



326 Editing Payment Eligibility (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Payment Eligibility Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number selected from the Stand Summary Screen.	
Disaster Event	Displays disaster event selected for the stand.	
Disaster Date	Displays disaster dates entered for the stand.	
Crop	Displays crop from the selected stand.	
Practice Code	Displays COC approved practice codes	
Trees/Acres Completed	If applicable, displays trees/acres previously entered on the Edit Payment Eligibility Screen.	
Actual Cost	If applicable, displays actual cost previously entered on the Edit Payment Eligibility Screen.	
Edit	Manual selection.	Edit Practice Code Payment Eligibility Screen will be displayed (see paragraph 327 for additional information).

326 Editing Payment Eligibility (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Producer Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Type of Signature	Manual selection of a list of applicable signature types.	Select the signature type from the drop-down menu.
COC Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down menus.
Approve/Disapprove	Manual selection.	CLICK “Approve” or “Disapprove” radio button.
Save Payment Eligibility	Saves all data edited on the Edit Payment Eligibility Screen. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Payment Eligibility Screen.	

327 Editing Practice Code Payment Eligibility

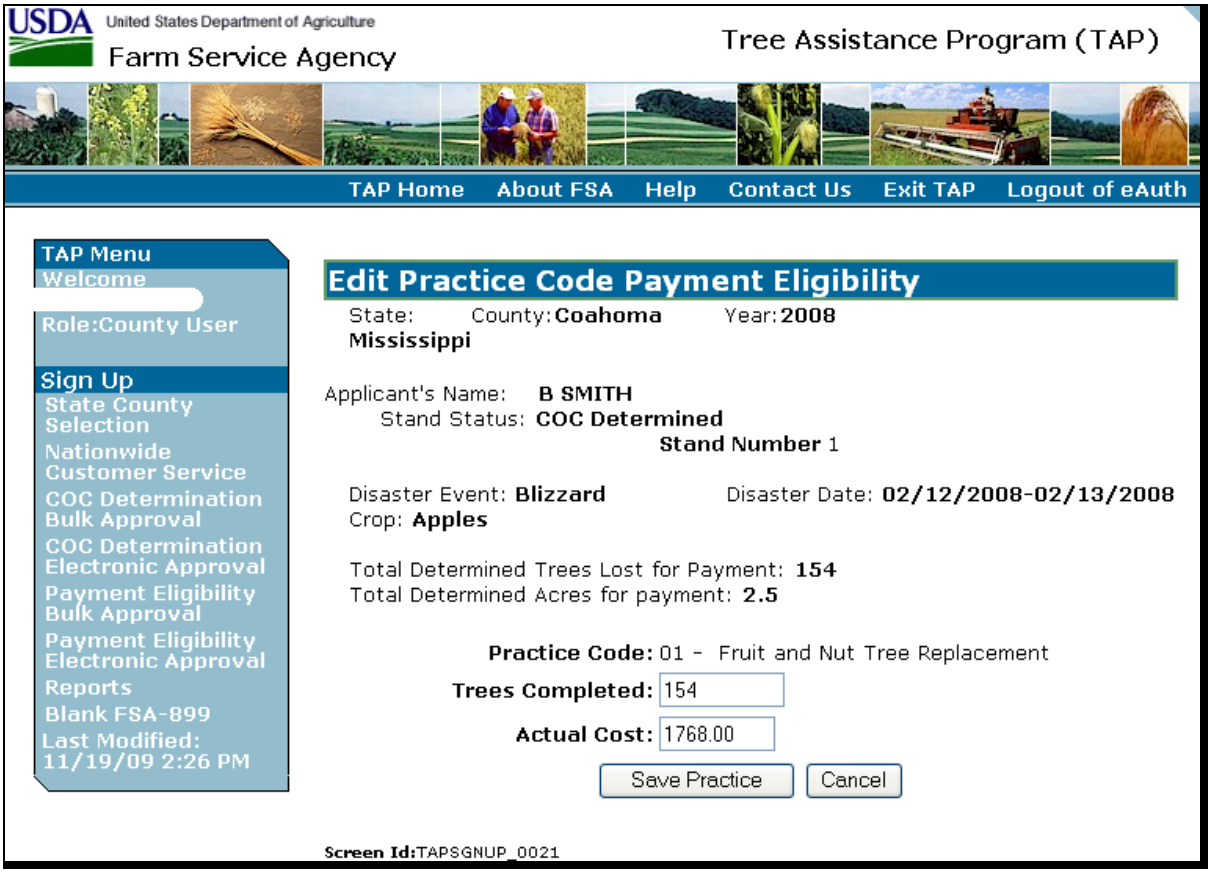
A Overview

After the “Edit” link next to the practice is selected from the Stand Summary Screen, the Edit Practice Code Payment Eligibility Screen will be displayed.

The Edit Practice Code Payment Eligibility Screen provides the ability to edit practice information for a stand.

B Edit Practice Code Payment Eligibility Screen

Following is an example of the Edit Practice Code Payment Eligibility Screen.



327 Editing Practice Code Payment Eligibility (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Practice Code Payment Eligibility Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the applicant.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Total Determined Trees Lost for Payment	Displays calculated total determined trees lost for payment.	
Total Determined Acres for Payment	Displays calculated total determined acres for payment.	
Practice Code	Displays selected practice code.	
Trees/Acres Completed	Manual entry.	Enter number of trees or acres that the applicant completed for the selected practice.

327 Editing Practice Code Payment Eligibility (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Actual Cost	Manual entry.	Enter the actual cost for completing the practice.
Save Practice	Saves the practice information as edited. The Stand Summary Screen will be displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary Screen without saving data edited on the Edit Practice Code Payment Eligibility Screen.	

328-335 (Reserved)

336 Nationwide Customer Service Access

A Overview

The web-based TAP software automatically allows for nationwide customer service for County Office users. County Office users will have the ability to access and load TAP applications for any producer nationwide. This service will be extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide TAP applications will have limited authority.

Nationwide customer service can be accessed by selecting “Nationwide Customer Service” from the menu bar. The State, County and Program Year Selection Screen will be displayed.

B State, County and Program Year Selection Screen

Following is an example of the State, County and Program Year Selection Screen.

Select the State, county, and program year and CLICK “**Submit**” to continue to the TAP application.

336 Nationwide Customer Service Access (Continued)

C County Office Authority

County Office employees that use Nationwide Customer Service have limited authority when entering a TAP application. County Office users have the authority to enter the following:

- stand information
- applicant stand information signature date
- payment eligibility information
- applicant payment eligibility signature date.

County Office users do **not** have the authority to enter the following:

- COC determination information
- payment eligibility approval date.

All other functionality of the system remains the same.

D County Office Responsibilities

County Offices that process Nationwide Customer Service applications must:

- immediately FAX a copy of the signed TAP application to the producer's home county
- mail the original signed TAP application to the producer's home county
- maintain a copy of the signed TAP application.

337-345 (Reserved)

346 COC Determination Bulk Approvals

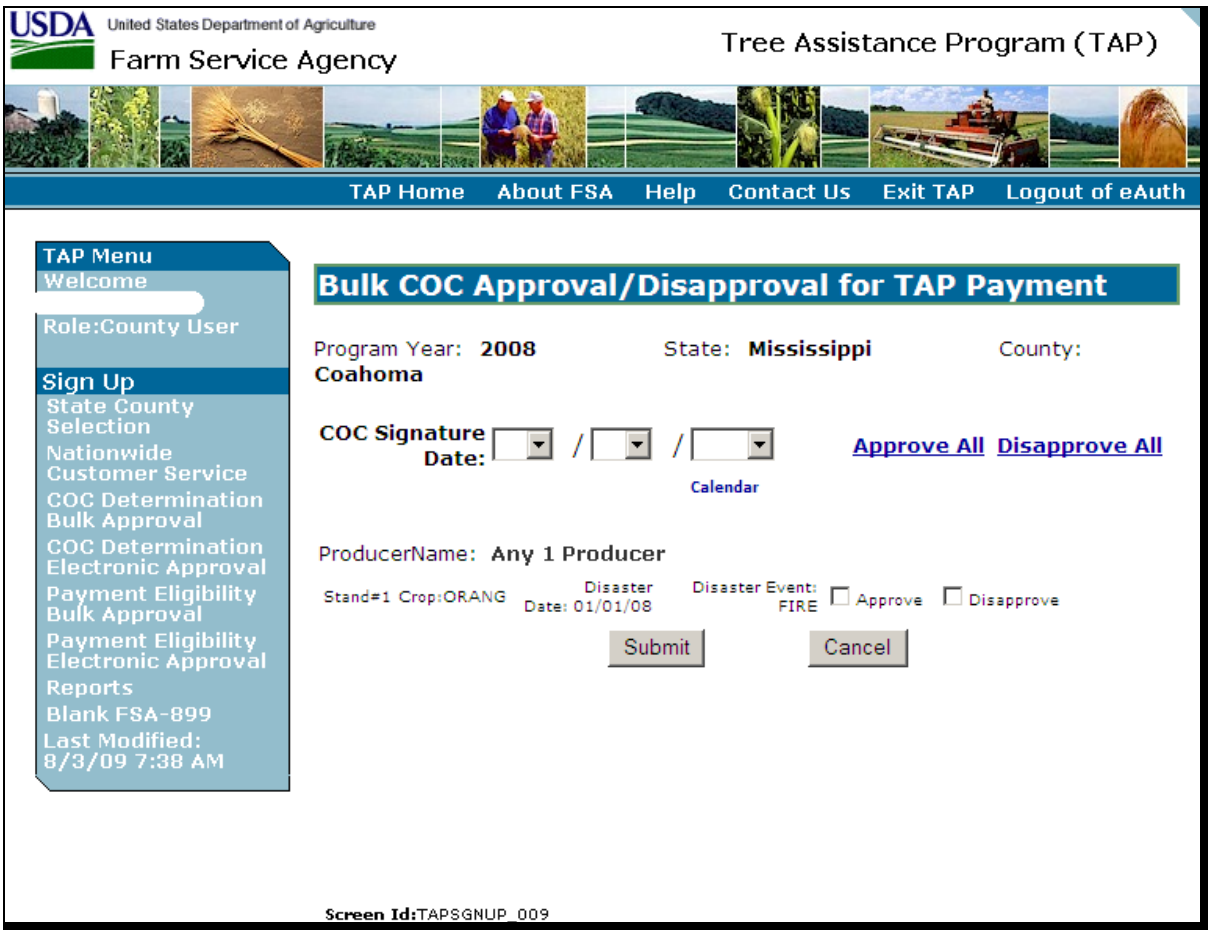
A Overview

Users can enter the same COC Determination approval/disapproval date to multiple TAP applications in the web-based software. To access the multiple COC Determination approval process, CLICK "**COC Determination Bulk Approval**" in the left navigation menu.

Note: The COC Determination approval/disapproval date can also be entered by specific TAP application on the Stand Summary Screen or on the Edit Stand for COC Action/Determination Screen.

B Bulk COC Approval/Disapproval for TAP Payment Screen

Following is an example of the Bulk COC Approval/Disapproval for TAP Payment Screen.



346 COC Determination Bulk Approvals (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for COC Determination Bulk Approval Screen.

Field/Button	Description	Action
Program Year	Displays State selected on the State, County and Program Year Selection Screen.	
State	Displays county selected on the State, County and Program Year Selection Screen.	
County	Displays calendar year selected on the State, County and Program Year Selection Screen.	
COC Signature Date	Manual entry.	Select the month, day, and year from the drop-down menus.
Approve All	Manual selection.	CLICK “Approve All” to approve all listed applications.
Disapprove All	Manual selection.	CLICK “Disapprove All” to disapprove all listed applications.
Producer Name	Displays name of the applicant.	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Approve/Disapprove	Manual selection.	CLICK either “Approve” or “Disapprove” to select individual applications for approval/disapproval.
Submit	The selected applications will be marked as approved or disapproved on the date that was entered. TAP Application Summary Screen will be displayed.	
Cancel	TAP Application Summary Screen will be displayed.	

347 Payment Eligibility Bulk Approvals

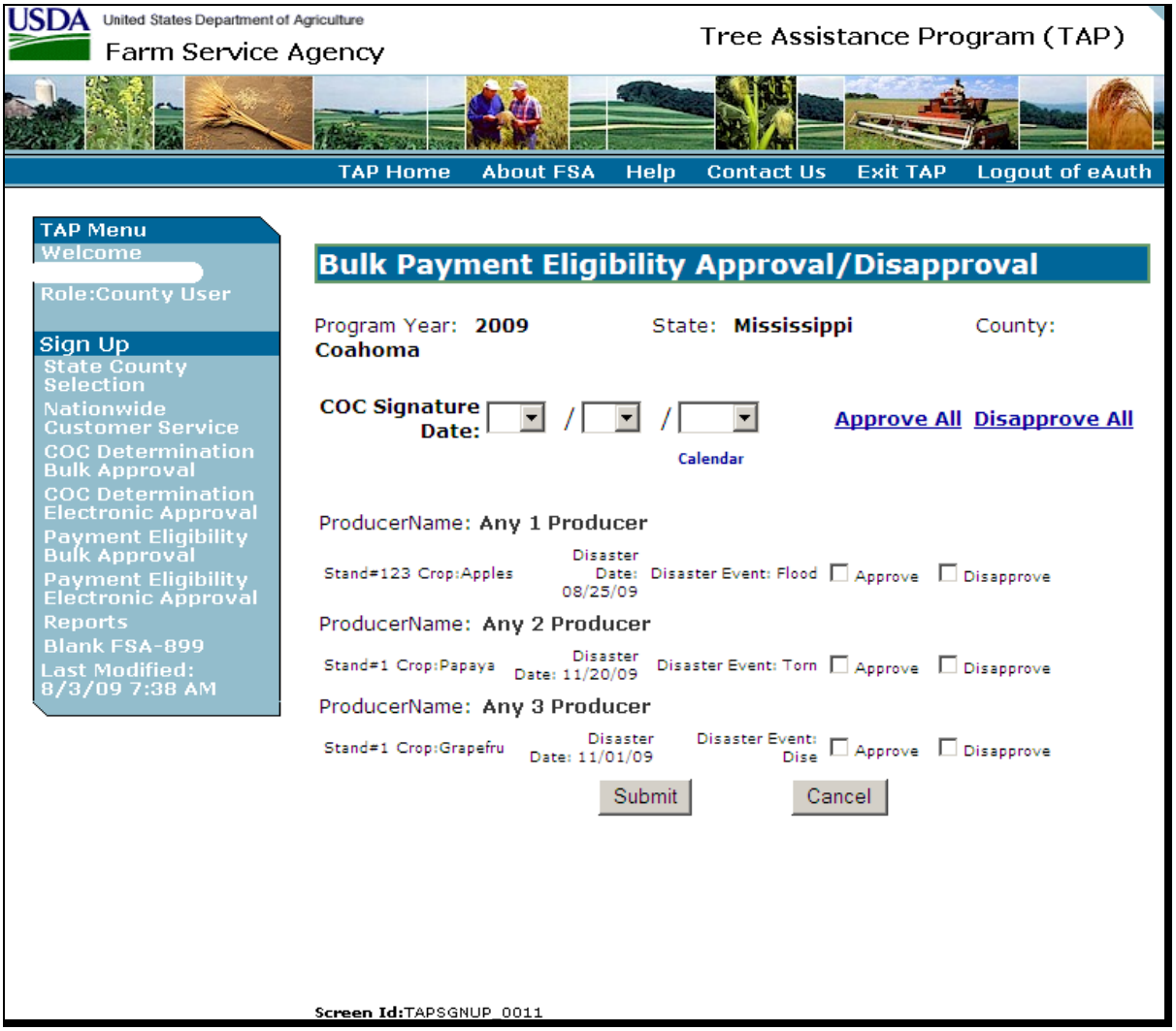
A Overview

Users can enter the same payment eligibility approval/disapproval date to multiple TAP applications in the web-based software. To access the multiple payment eligibility approval process, CLICK "**Payment Eligibility Bulk Approval**" in the left navigation menu.

Note: The payment eligibility approval/disapproval date can also be entered by specific TAP application on the Stand Summary Screen or on the Edit Payment Eligibility Screen.

B Bulk Payment Eligibility Approval/Disapproval Screen

Following is an example of the Bulk Payment Eligibility Approval/Disapproval Screen.



347 Payment Eligibility Bulk Approvals (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Payment Eligibility Bulk Approval Screen.

Field/Button	Description	Action
Program Year	Displays State selected on the State, County and Program Year Selection Screen.	
State	Displays county selected on the State, County and Program Year Selection Screen.	
County	Displays calendar year selected on the State, County and Program Year Selection Screen.	
COC Signature Date	Manual entry.	Select the month, day, and year from the drop-down menus.
Approve All	Manual selection.	CLICK “Approve All” to approve all listed applications.
Disapprove All	Manual selection.	CLICK “Disapprove All” to disapprove all listed applications.
Producer Name	Displays name of the applicant.	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Approve/ Disapprove	Manual selection.	CLICK either “Approve” or “Disapprove” to select individual applications for approval/disapproval.
Submit	The selected applications will be marked as approved or disapproved on the date that was entered. TAP Application Summary Screen will be displayed.	
Cancel	TAP Application Summary Screen will be displayed.	

348-355 (Reserved)

Subsection 7 Electronic Approvals

356 COC Determination Electronic Approvals

A Overview

All County Office users can access COC determination electronic approval/disapprovals; however, only employees that are designated to approve/disapprove TAP applications will have access to electronically approve/disapprove TAP applications.

The approving official's name will be printed in the "COC Signature" signature block and the system date will be entered for the approval/disapproval date.

B Bulk Electronic COC Approval/Disapproval for TAP Payment Screen

Following is an example of the Bulk Electronic COC Approval/Disapproval for TAP Payment Screen.

356 COC Determination Electronic Approvals (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for COC Determination Electronic Approval Screen.

Field/Button	Description	Action
Program Year	Displays State selected on the State, County and Program Year Selection Screen.	
State	Displays county selected on the State, County and Program Year Selection Screen.	
County	Displays calendar year selected on the State, County and Program Year Selection Screen.	
COC Signature Date	Displays current system date.	
Approve All	Manual selection.	CLICK “Approve All” to approve all listed applications.
Disapprove All	Manual selection.	CLICK “Disapprove All” to disapprove all listed applications.
Producer Name	Displays name of the applicant.	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Approve/Disapprove	Manual selection.	CLICK either “Approve” or “Disapprove” to select individual applications for approval/disapproval.
Submit	The selected applications will be marked as approved or disapproved on the system date displayed. TAP Application Summary Screen will be displayed.	
Cancel	TAP Application Summary Screen will be displayed.	

357 Payment Eligibility Electronic Approvals

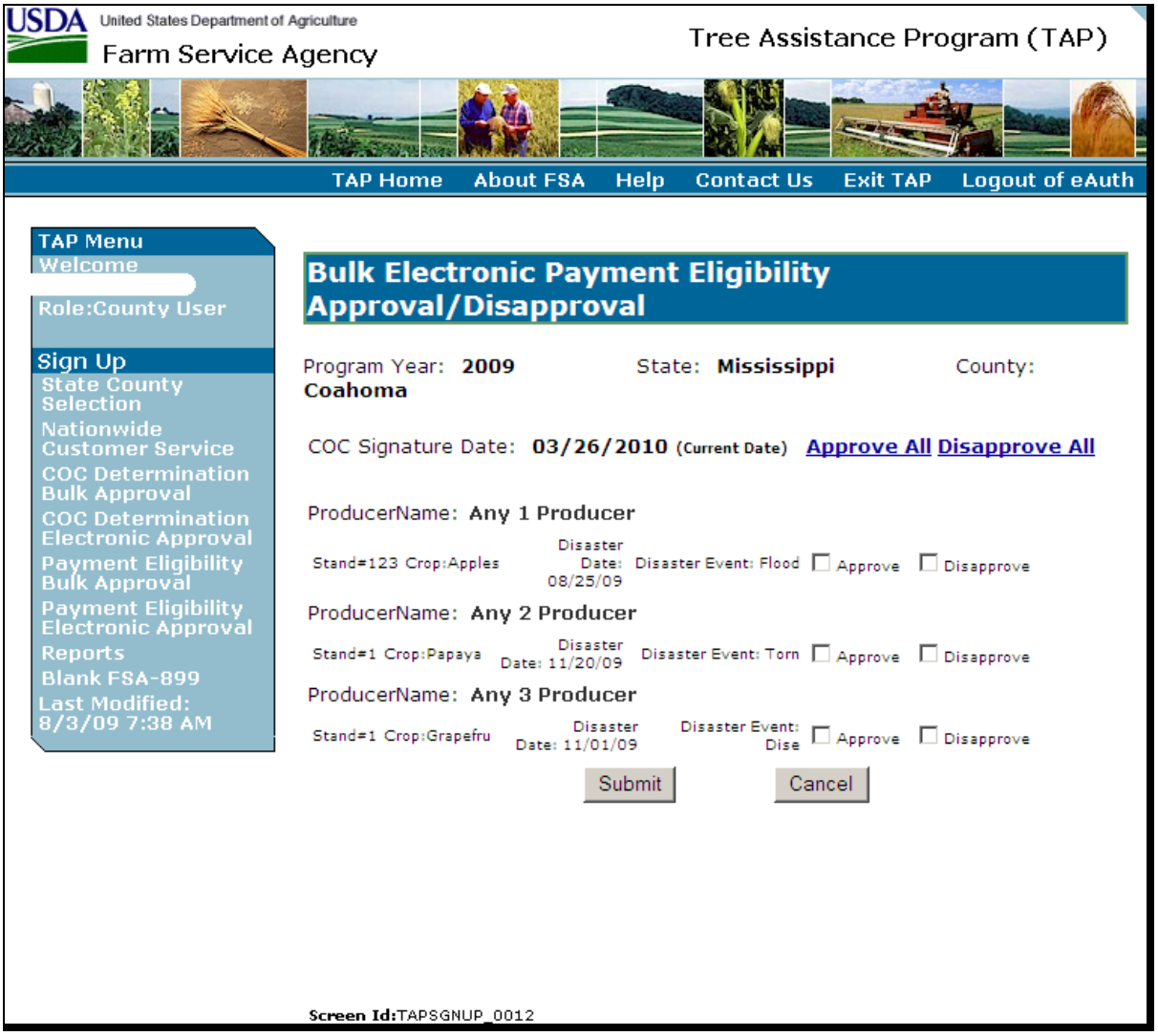
A Overview

All County Office users can access payment eligibility electronic approval/disapprovals; however, only employees that are designated to approve/disapprove TAP applications will have access to electronically approve/disapprove TAP applications.

The approving official's name will be printed in the "COC or Designee's Signature" signature block and the system date will be entered for the approval/disapproval date.

B Bulk Electronic Payment Eligibility Approval/Disapproval Screen

Following is an example of the Bulk Electronic Payment Eligibility Approval/Disapproval Screen.



357 Payment Eligibility Electronic Approvals (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Payment Eligibility Electronic Approval Screen.

Field/Button	Description	Action
Program Year	Displays State selected on the State, County and Program Year Selection Screen.	
State	Displays county selected on the State, County and Program Year Selection Screen.	
County	Displays calendar year selected on the State, County and Program Year Selection Screen.	
COC Signature Date	Displays current system date.	
Approve All	Manual selection.	CLICK “Approve All” to approve all listed applications.
Disapprove All	Manual selection.	CLICK “Disapprove All” to disapprove all listed applications.
Producer Name	Displays name of the applicant.	
Stand Number	Displays stand number entered on the Add New Stand (Part B) Screen.	
Crop	Displays crop selected on the Add New Stand (Part B) Screen.	
Disaster Date	Displays disaster dates entered on the Add New Stand (Part B) Screen.	
Disaster Event	Displays disaster event selected on the Add New Stand (Part B) Screen.	
Approve/ Disapprove	Manual selection.	CLICK either “Approve” or “Disapprove” to select individual applications for approval/disapproval.
Submit	The selected applications will be marked as approved or disapproved on the system date displayed. TAP Application Summary Screen will be displayed.	
Cancel	TAP Application Summary Screen will be displayed.	

358-365 (Reserved)

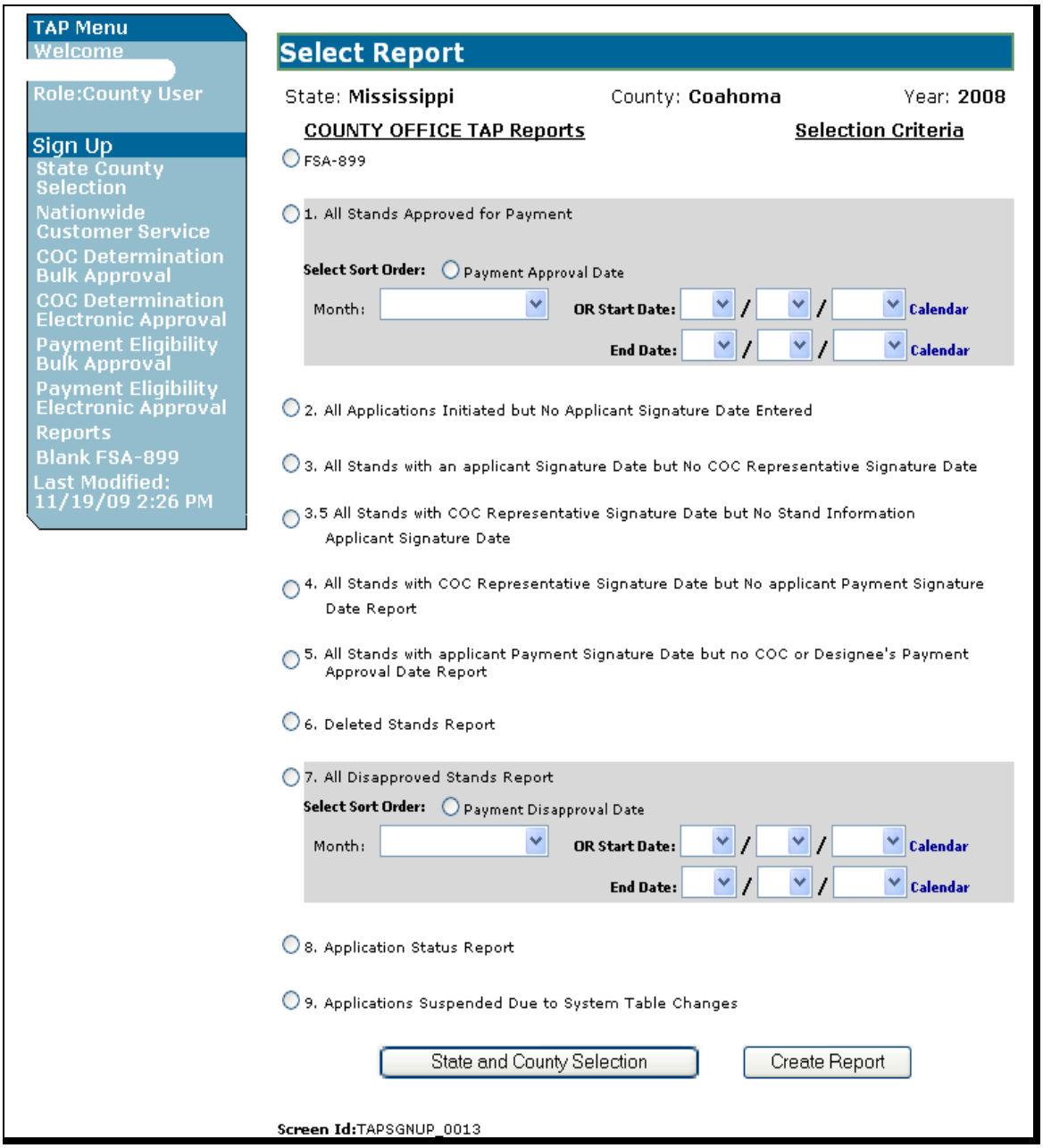
366 TAP Reports

A Overview

Several standard reports are available for County Offices to use as tools for TAP signup. CLICK “Reports” from the left navigation menu to access the Select Report Screen.

B Select Report Screen

Following is an example of the Select Report Screen.



366 TAP Reports (Continued)

C Description of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

Report	Action	Result
FSA-899	Select report.	SCIMS Customer Search Screen will be displayed. After selecting the producer, the pre-filled FSA-899 will be displayed.
All Stands Approved for Payment	Select report. **Note:** The report can also be limited by month or date of approval.	Report will be displayed providing a list of all stands that are approved for payment in alphabetical order by applicant name.
	Select report and change sort order to sort by payment approval date. **Note:** The report can also be limited by month or date of approval.	Report will be displayed providing a list of all stands that are approved for payment in order of approval date, earliest to latest.
All Applications Initiated but No Applicant Signature Date Entered	Select report.	Report will be displayed identifying applications that have been entered into the system, but are missing the Stand Information signature date.
All Stands with an Applicant Signature Date but No COC Representative Signature Date	Select report.	Report will be displayed identifying stands that are missing a COC Determination Date.
All Stands with COC Representative Signature Date but No Stand Information Applicant Signature Date	Select report.	Report will be displayed identifying stands that contain a COC Determination Date but are missing a Stand Information signature date.
All Stands with COC Representative Signature Date but No Application Payment Signature Date Report	Select report.	Report will be displayed identifying stands that are missing a Payment Eligibility Signature Date.

366 TAP Reports (Continued)

C Description of Reports (Continued)

Report	Action	Result
All Stands with Applicant Payment Signature Date but no COC or Designee's Payment Approval Date Report	Select report.	Report will be displayed identifying stands that are missing a COC or Designee's Payment Eligibility Approval Date.
Deleted Stands Report	Select report.	Report will be displayed identifying all stands that have been deleted.
All Disapproved Stands Report	Select report. **Note:** The report can also be limited by month or date of disapproval.	Report will be displayed providing a list of all stands that are disapproved for payment in alphabetical order by applicant name.
	Select report and change sort order to sort by payment disapproval date. **Note:** The report can also be limited by month or date of disapproval.	Report will be displayed providing a list of all stands that are disapproved for payment in order of disapproval date, earliest to latest.
Application Status Report	Select report.	Report will be displayed providing a summary of the application status for all applications in the county.
Applications Suspended Due to System Table Changes	Select report.	Report will be displayed identifying applications that have been suspended.
State Summary Report **Note:** This report is only available to State Office users.	Select report.	Report will be displayed providing a summarization, by county, of the status of all applications.

367-375 (Reserved)

Section 2 State Office Administrative Access

376 State Office Administrative Access to TAP Web Site

A Overview

State Office employees have access to the TAP application through Nationwide Customer Service. State Office employees shall follow procedure in paragraph 336 to use the TAP application software.

State Office employees who have been authorized by SED to load TAP mortality rates into the system will need to request access as a State Office Administrative user.

B Requesting State Office Administrative Access

If State Office administrative access has not already been requested for users within a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

  Note: Include on the FAX that the request is for TAP State Office administrative access.
- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

C Accessing the TAP Web Site

Access the TAP Home Page from the FSA Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html**. Under Production Adjustment & Disaster Programs, CLICK "**TAP – Tree Assistance Program (2008-2011)**".

Note: Internet Explorer shall be used when accessing the TAP Home Page.

376 State Office Access to TAP Web Site (Continued)

D TAP Login Screen

State Office users will be prompted with the following TAP Screen. CLICK "**Enter TAP**" to continue.

376 State Office Access to TAP Web Site (Continued)

E USDA eAuthentication

After users click “Enter TAP”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**Continue**” to proceed, or “**Cancel**” to end the process.

On the eAuthentication Login Screen, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The Administrator Main Menu will be displayed.

377 State, County, and Program Year Selection

A Overview

After users have logged in and have been authenticated, for State Office administrative users the State, County and Program Year Selection Screen will be displayed.

B State, County and Program Year Selection Screen

Following is an example of the State, County and Program Year Selection Screen.

At the bottom of the page, State Office administrative users shall CLICK "**Admin Menu**" to access the TAP mortality rate table. The Administrator Main Menu will be displayed.

378 Administrator Main Menu

A Overview

The Administrator Main Menu provides a link that allows State Office Administrative users the ability to add, update, modify, and view TAP normal mortality rates.

B Administrator Main Menu Screen

Following is an example of the Administrator Main Menu Screen.

State Office administrative users shall CLICK "**Mortality Rates**". The Mortality Rate Maintenance Screen will be displayed.

379 Mortality Rate Maintenance

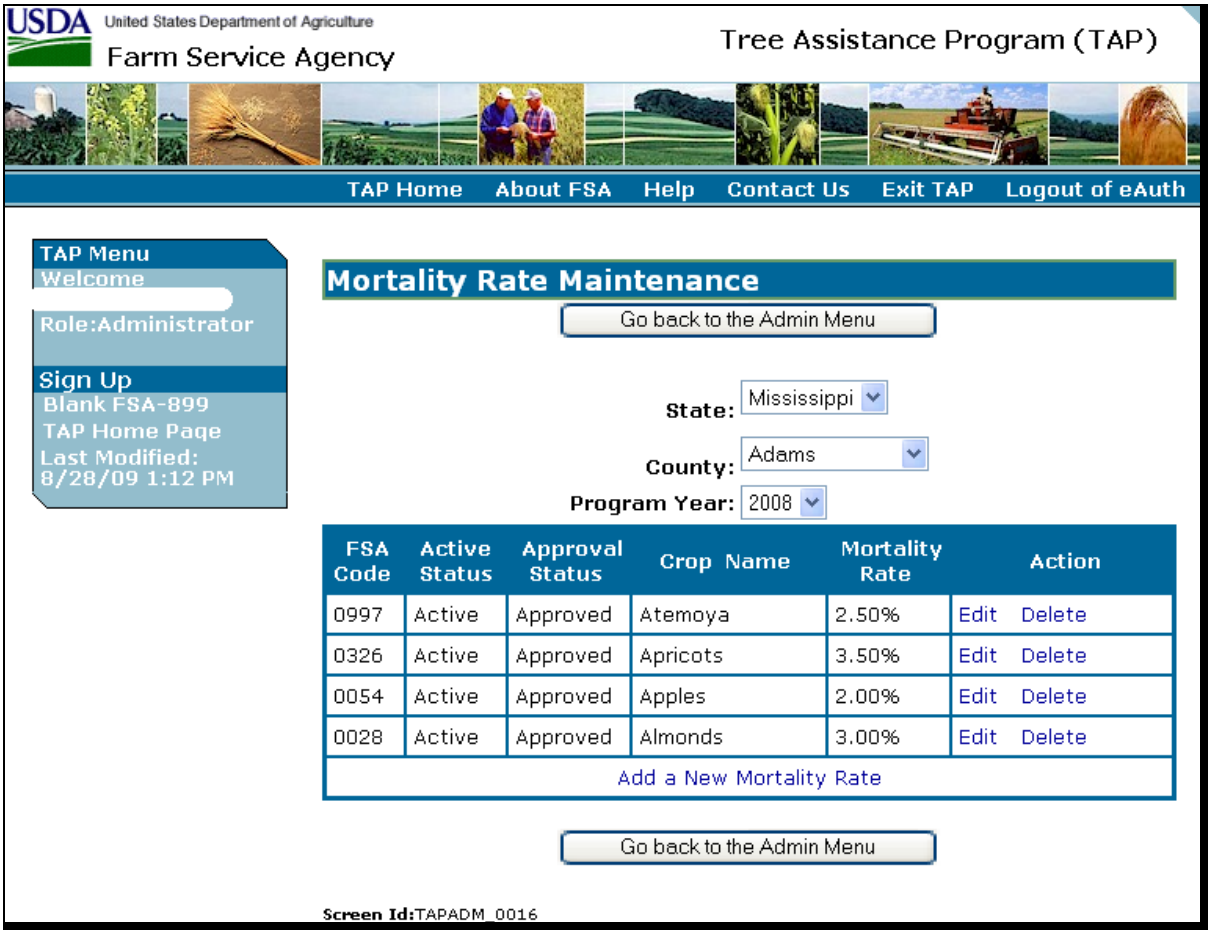
A Overview

The Mortality Rate Maintenance Screen provides for:

- State, county, and year selection
- adding mortality rates
- editing and/or deleting existing mortality rates.

B Mortality Rate Maintenance Screen

Following is an example of the Mortality Rate Maintenance Screen.



379 Mortality Rate Maintenance (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions to be taken on the Mortality Rate Maintenance Screen.

Field/Button	Description	Action	
State		Select State to be updated.	
County		Select county to be updated.	
Program Year		Select program year to be updated.	
FSA Code	Crop code assigned to the listed crop will be displayed.		
Active Status	Indicates either “Active” or “Inactive”. Mortality rates cannot be deleted.	**IF...**	**THEN...**
		If the rate is in an inactive status	applications cannot be taken for that crop; applications can only be taken for crops with active approved mortality rates.
		If a mortality rate no longer applies	the active status should be changed to inactive through the edit mortality rate process.
Approval Status	Indicates either “Pending” or “Approved”.	If rate is in a pending status, applications cannot be taken for that crop; applications can only be taken for crops with active approved mortality rates.	
Crop Name	Type of tree will be displayed.		
Mortality Rate	Mortality rate that was entered for the crop will be displayed.		
Action	Users can edit an existing rate.	See paragraph 5 for additional information on editing existing rates.	
Add a New Mortality Rate	Add Mortality Rate Screen will be displayed. Users can add additional mortality rates.	See paragraph 6 for additional information on adding mortality rates.	
Go Back to the Admin Menu	Administrator Main Menu will be displayed.		

380 Editing Mortality Rates

A Overview

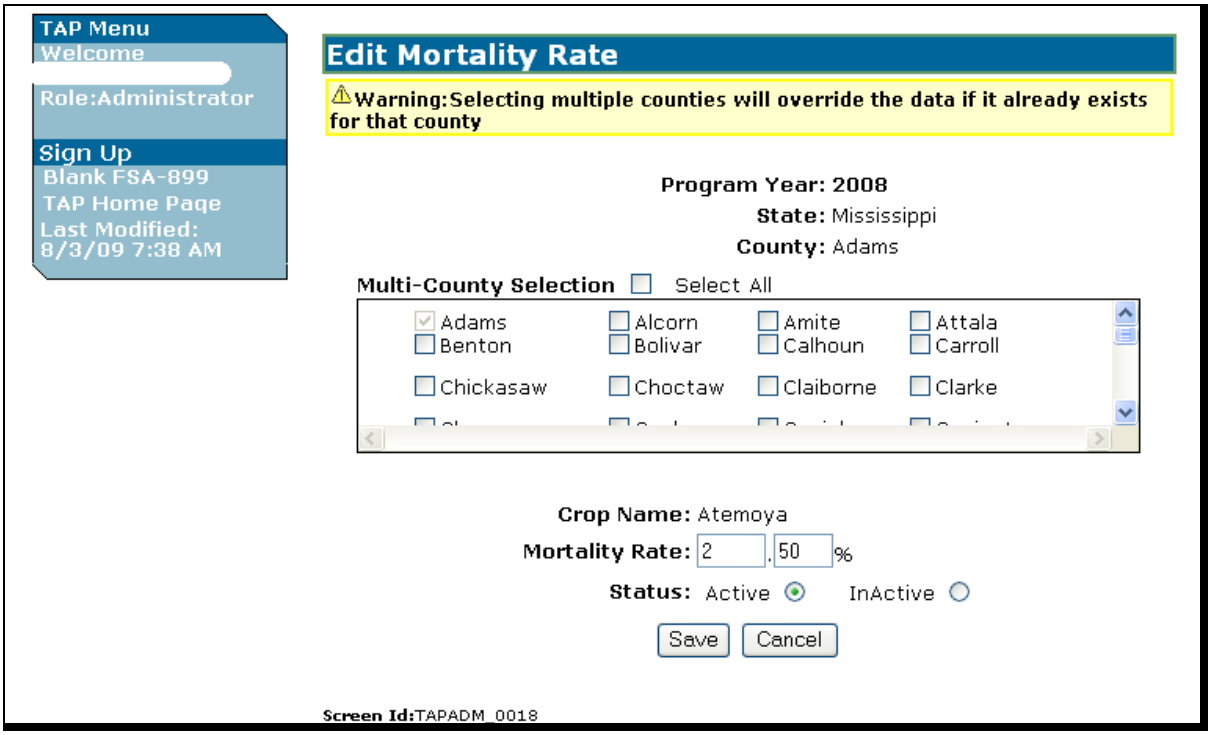
The Edit Mortality Rate Screen allows State Office users to edit existing mortality rates for a particular type of tree.

B Edit Mortality Rate Screen

Following is an example of the Edit Mortality Rate Screen.

User can edit the existing mortality rate by typing the new mortality rate in the “Mortality Rate” box and then do any of the following:

- CLICK “Save” to update the mortality rate to the county that is displayed
- CHECK (✓) “Select All” to update the mortality rate to all counties in the State
- CHECK (✓) next to the county names listed in the Multi-County Selection box to update the mortality rate to individual counties within the State
- CLICK “Cancel” to cancel the mortality rate edit.

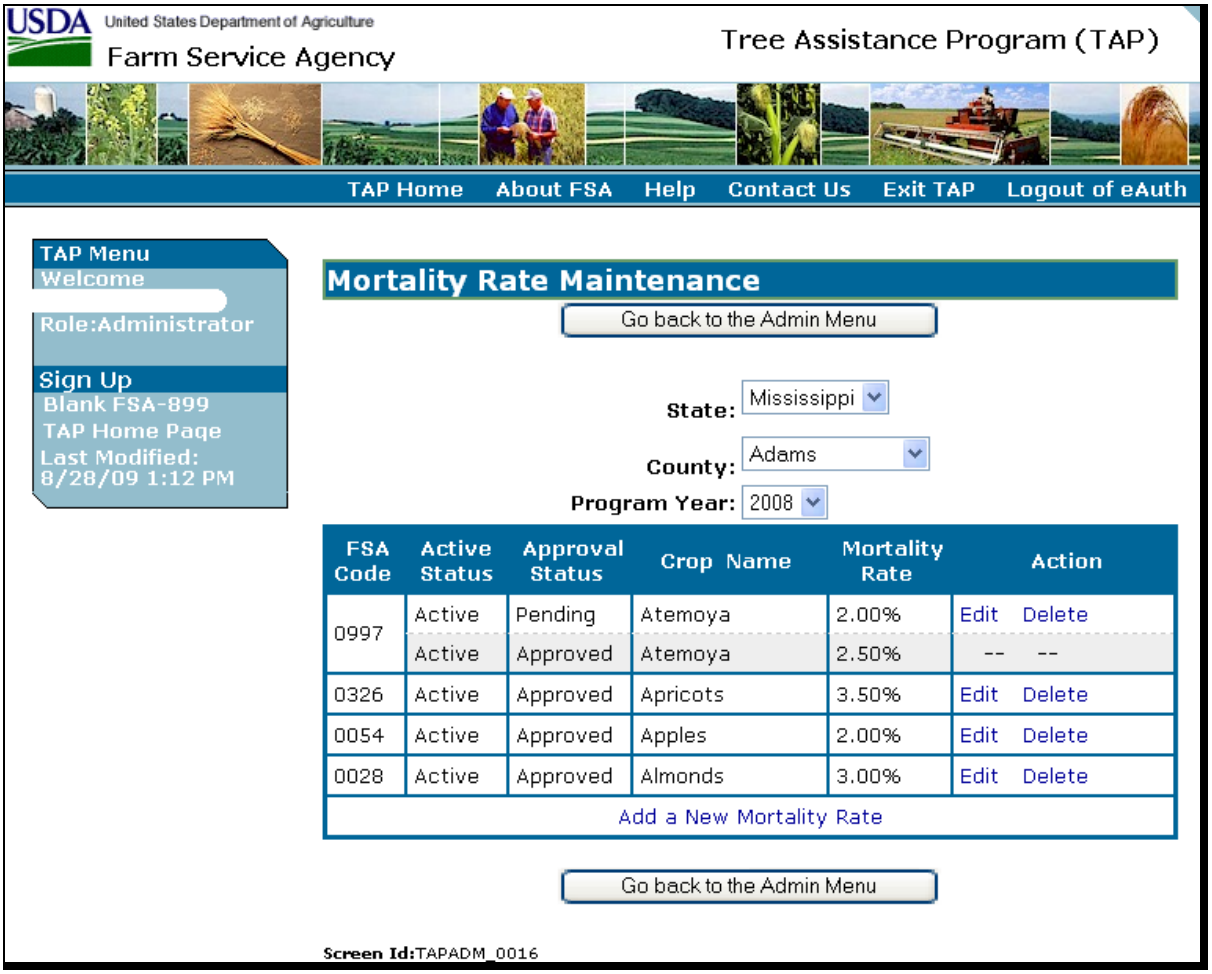


380 Editing Mortality Rates (Continued)

C Editing Approved Mortality Rates

If an approved mortality rate is edited, the updated mortality rate will be placed in a "Pending" status. The approved mortality rate will continue to be used until the updated mortality rate is approved.

Following is an example of the Mortality Rate Maintenance Screen when an approved mortality rate is edited.



381 Adding Mortality Rates

A Overview

The Add Mortality Rate Screen allows users to add a new mortality rate for each type of tree.

B Add Mortality Rate Screen

Following is an example of the Add Mortality Rate Screen.

Use the drop-down menus to select the applicable county and crop name.

Note: The "County" drop-down menu includes a "Select Many" option. If "Select Many" is chosen, the user has the ability to select more than 1 county to which the rates will apply (see subparagraph C for additional information).

User shall enter the mortality rate applicable to the selected county and type of tree and click status radio button as to whether the mortality rate shall be updated as "Active" or "Inactive".

When users click "**Save**", the Mortality Rate Maintenance Screen will be redisplayed (see paragraph 4 for additional information on the Mortality Rate Maintenance Screen).

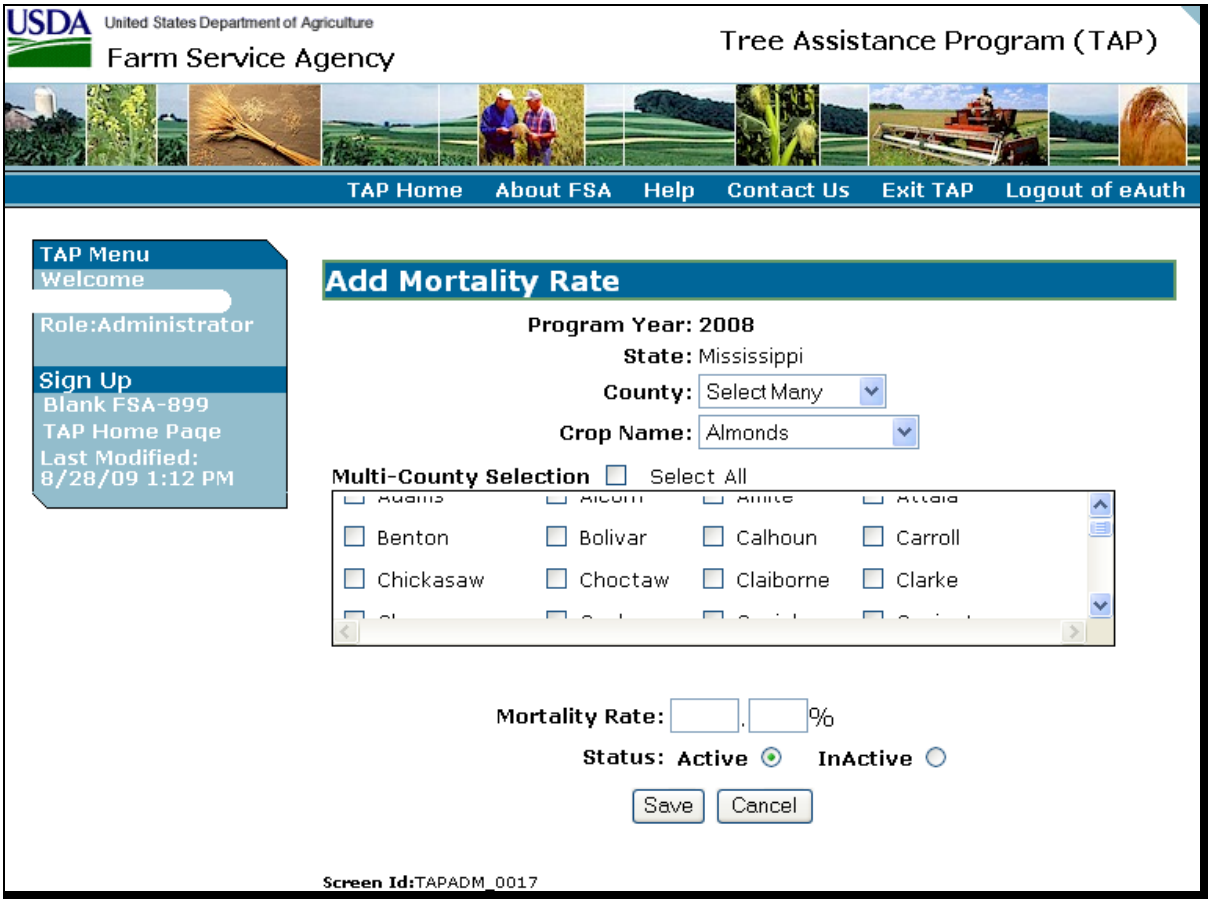
381 Adding Mortality Rates (Continued)

C Select Many

If users choose “Select Many” from the “County” drop-down menu, the following Add Mortality Rate Screen will be displayed.

Users can CHECK (✓) either of the following:

- “Select All”, to add the mortality rate to all counties in the State
- next to the county names listed in the Multi-County Selection box, to add the mortality rate to individual counties within the State.



382-400 (Reserved)

*--Part 11 2008-2011 TAP Automation Payment Provisions

Section 1 Basic 2008-2011 TAP Payment Processing

401 General Payment Provisions

A Introduction

This section contains payment provisions that apply to 2008-2011 TAP.

B Obtaining FSA-325's

FSA-325's shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for 2008-2011 TAP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised FSA-899 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's TIN.

C Administrative Offset

2008-2011 TAP payments are subject to administrative offset provisions.

D Assignments

A producer entitled to a 2008-2011 TAP payment may assign payments according to 63-FI.

E Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting 2008-2011 TAP benefits.

State and County Offices shall contact the OGC regional attorney for guidance on issuing 2008-2011 TAP payments on all bankruptcy cases.**--***

***--401 General Payment Provisions (Continued)**

F eFunds Control for 2008-2011 TAP Payments

The eFunds accounting process will be used for the 2008-2011 TAP payments. Funding for TAP payments **requires** FSA-899 amounts to be obligated at the time of FSA-899's approval. Therefore, fund requests **must** be made at the time COC approves FSA-899 by signing FSA-899, Part E. State and County Offices shall take the following actions to request TAP allotments in eFunds.

Step	Action	Result
1	After COC has approved FSA-899 by signing Part E, County Office shall submit a request for funds to the State Office for the amount of the payment shown on the Estimated Calculated Payment Report. **Note:** County Offices shall enter COC determinations as instructed in paragraph 311.	During the next payment processing cycle, the estimated payment amount will be obligated in eFunds. **Note:** If the funds are **not** allotted to the county's eFunds account and the payment fails the obligation process, the amount will appear on the Insufficient Funds Report.
2	State Office shall combine all requests received from County Offices and request a total amount from PECD according to subparagraph G.	PECD employee will allocate funds to the State's reserve.
3	State Office shall allocate funds to the County Office.	After allocated, the funds shall remain as obligated funds in the County Office's eFunds account until the funds have been disbursed. **Notes:** It may take several months or even a year for some practices to be completed. The funds **must** remain in the County Offices' eFunds account. The funds will **not** show as funds available in eFunds.

--*

***--401 General Payment Provisions (Continued)**

G Requesting eFunds for 2008-2011 TAP Payments

State Offices shall contact the National Office to request allotments by sending an e-mail to **all** of the following:

- **sandy.bryant@wdc.usda.gov**
- **tina.nemec@wdc.usda.gov**
- **steve.peterson@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov**.

H Determining Payment Eligibility

The payment process reads the web-based eligibility system, for the applicable year associated with FSA-899, to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the Nonpayment Register with the applicable message. Eligibility flags **must** be updated **before** the producer or member can be paid. These flags should accurately reflect COC determinations.

The following identifies web-based eligibility determinations applicable to 2008-2011 TAP and how the system will use the web-based subsidiary eligibility data for payment processing.

Eligibility Determination	Value	Eligible for TAP
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	COC Exemption	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No
AGI **Note:** Applicable for 2009-2011.	Compliant - Producer	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No

--*

***--401 General Payment Provisions (Continued)**

H Determining Payment Eligibility (Continued)

Eligibility Determination	Value	Eligible for TAP
AGI – 2002 Farm Bill **Note:** Applicable for 2008 **only**.	Compliant – CCC-526	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No
Person Eligibility – 2002 Farm Bill **Note:** Applicable to 2008 **only**.	COC Determination Completed	Yes
	Not Filed	No
	Awaiting Determination	No
	Awaiting Revision	No

I Eligibility Condition Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register. The following is the priority of conditions:

- fraud
- conservation compliance
- controlled substance
- AD-1026
- person (2008 **only**).**--***

*--401 General Payment Provisions (Continued)

J Payments Less Than $1

The 2008-2011 TAP payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.

K Prompt Payment Due Dates

2008-2011 TAP payments are subject to the Prompt Payment Act. A prompt payment interest penalty shall apply when payment is **not** issued more than 30 calendar days after:

- date the producer provides a properly completed FSA-899 and all supporting documentation required to issue the payment

- all OGC referrals are completed

- participant appeals are finalized.

See 61-FI for additional information on handling prompt payment interest penalties.

L Payment Limitation Rules

Payment limitation is limited to $100,000 for 2008-2011 TAP.

For 2008, the $100,000 payment limitation applies to a person as defined and determined under the provisions in 7 CFR Part 1400.

For 2009 and subsequent years, the $100,000 payment limitation is limited by person or legal entity and will be attributed through direct attribution. See 4-PL, paragraph 14 for payment limitation amounts for a person or legal entity.

As each payment is processed through the integrated payment process the available payment limitation for the person or legal entity will be reduced until the maximum payment limitation has been attributed to a person.--*

*--402 Payments Processing

A Supporting Files for Integrated Payment Processing

The 2008-2011 TAP payment process is a web-based integrated process that reads a wide range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files **must** be updated correctly, including the following.

Type of Information	How Information is Used for Payment Processing	Source
FSA-899 Data	To compute the payment amount for the producer.	Web-Based TAP Application Software
Payment Eligibility Information	To determine whether the producer and members of a joint operation (for 2009 and future) are eligible for payment for the year in which FSA-899 was filed.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS

Entity and Joint Operation Information	To determine the following for the year in which FSA-899 is filed:
	• member contribution value
	• substantive change value
	• for 2008 and 2011 TAP, members and members share of the following:
	  • general partnership
	  • joint ventures
	  • entities (starting with 2009 TAP).
		Entity and Joint Operation Control County Mainframe Record

Combined Producer Information	To determine whether the TAP producer or members of entities or joint operations are combined with other producers To ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	To determine payment limitation availability.	Payment Limitation System
Financial Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is provided to NRRS.	NPS or NRRS

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***--402 Payments Processing (Continued)**

B Prerequisites for Issuing Payments

Before issuing any payments, certain actions **must** be completed to ensure that the producer is eligible for payment. The following provides actions that **must** be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that FSA-899 has been approved and approval date has been recorded into the system according to Part 10, subsections 6 and 7.
2	Ensure that: • AD-1026 is on file for the applicable year for producers seeking benefits • eligibility information is recorded in the web-based eligibility system.
3	Ensure that the following is on file for legal entities: • CCC-502, as applicable, for 2008, according to 1-PL • CCC-901 for 2009-2011, according to 4-PL.
4	For producers seeking benefits, ensure that that certification information is recorded in the web-based eligibility system and that the following is on file: • CCC-526 for 2008, according to 3-PL • CCC-926 for 2009-2011, according to 3-PL (Rev. 1).
5	Ensure that all eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. **Note:** For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
6	Ensure that the joint operation and entity files are updated correctly for the applicable year according to 2-PL.
7	Ensure that member contribution and substantive change values are updated according to 4-PL. **Note:** Applicable to 2009-2011 **only**.
8	Ensure that combined producer files are updated correctly for the applicable year. **Note:** For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
9	Ensure that all adjustments to payment limitation have been updated for the producer or members of joint operations. **Note:** For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
10	Ensure that all assignment and joint payees have been updated in FSA Financial Services if CCC-36, CCC-37, or both that are filed for 2008-2011.

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***--402 Payments Processing (Continued)**

C 2008-2011 TAP Payment Rates

Payment rates have been established by DAFP as the maximum rates payable by practice to eligible owners. DAFP-established maximum payment rates are displayed in subparagraph 152 A.

Note: STC may establish rates lower than the rates established in subparagraph 152 A, but the rates established by STC shall **not** exceed the maximum rates established by DAFP.

D 2008-2011 TAP Payment Calculations

An eligible FSA-899 **must** exceed a 15 percent threshold plus normal mortality as outlined in subparagraph 64 A. The amount of the TAP payment is the lesser of the following:

- Actual Cost **times** Producer Share **times** Payment Level

- Number of Lost/Damaged Trees/Acres **times** Producer Share **times** Practice Payment Rate.**--***

***--402 Payments Processing (Continued)**

E Computing Payment and Overpayment Amounts

The TAP payment process is an integrated process that reads a wide range of files to determine the payment and overpayment amount. The following is a high-level processing sequence to calculate TAP payments for producers.

Step	Action
1	Payment is triggered according to paragraph 403.
2	Determine if there is an unsigned TAP payment for the producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the producer according to subparagraph 402 D.
4	Determine if the producer is an entity or joint operation, and if so, obtain member information.
5	Determine if the producer and/or members are eligible for payment.
6	Provide the following to the direct attribution process for producer: • gross payment amount • 1 reason producer is ineligible because of subsidiary eligibility provisions, if applicable.
7	Direct attribution will determine the following: • reduction amounts • payment limitation availability • net payment or overpayment amount • reasons for nonpayment or overpayment.
8	All net payment and overpayment amounts will be totaled to determine the net payment for the farm and producer.
9	Provide the payment or overpayment amount, as applicable, to either of the following: • NPS • NRRS.
10	Update the Nonpayment Register with applicable information.
11	Update the Payment History with applicable information.

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*--403 Issuing 2008-2011 TAP Payments

A Triggering Payments

Payments will be triggered through events that occur throughout the system. As a result, processing will now be behind the scenes for the most part. Calculations and determinations will occur during the evening and nighttime hours **without** user intervention.

B Types of Triggers

The following is an explanation of the types of triggers that will occur during payment processing.

Trigger	Description
Initial	After release of the payment software, a process will automatically run to determine all FSA-899's that are approved for payment. This will initiate the process described in subparagraph 402 E and does **not** require any County Office user interaction. The following will occur automatically: • payments will be sent to NPS for certification and signature • overpayments will be sent to NRRS.
Primary	After the initial payments are triggered, subsequent payments will be initiated when County Office users approve FSA-899's. Entering the COC approval date initiates the payment process for the selected FSA-899's.
Secondary	Payments that **cannot** be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine if the payment can be issued. **Note:** See 1-SURE, paragraph 721 for information about the Nonpayment Report.
Tertiary	The TAP payment system will periodically recalculate all payments.

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404-410 (Reserved)

*--Section 2 Report FSA-899E, Estimated Calculated Payment Report

411 Information Displayed on ECPR

A Overview

ECPR's are computer-generated documents that print summarized estimated calculated payment amounts for producers based on data loaded from FSA-899.

B ECPR Content

The following information will be displayed on ECPR's.

Note: One page will be display or print for each stand.

Field	Description	FSA-899 Item
Program Year	Year associated with FSA-899 that was filed by the affected producer.	1C
Program Name	Defaults to Tree Assistance Program.	
State	State as selected.	
County	County as selected.	
Report ID	Defaults to FSA-899E.	
Producer Name	Name of the applicant associated with the selection. **Note:** The producer's name will only be displayed on the first page, if multiple pages exist for a producer.	2A
Producer Address	Address of the applicant associated with the selection.	2B
Application Number	Number assigned by the system.	
Notice of Loss #	Notice of Loss number associated with FSA-899.	
Stand Number	Stand number associated with the loss.	7
Disaster Event	Disaster event.	4
Disaster Dates	Date associated with the disaster event.	5
Crop Name	Crop for which the producer is applying for a TAP payment	6
Stand Status	The completion status of the stand. One of the following will be displayed: • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed".	
Normal Mortality	The normal mortality rate for the crop.	

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*--411 Information Displayed on ECPR (Continued)

B ECPR Content (Continued)

Field	Description	FSA-899 Item
Total Determined Trees in Stand	Number of trees in stand as determined by COC.	22
Total Determined Lost Trees in Stand	Number of trees lost in stand as determined by COC.	23
Total Determined Lost Trees for Payment	Total Determined Trees in Stand **times** 15 Percent **plus** normal mortality. **Note:** See paragraph 311 for an explanation of this determination made on FSA-899.	24
Total Determined Damaged Trees in Stand	Number of trees damaged in stand as determined by COC.	25
Total Determined Damaged Trees for Payment	Total Determined Trees in Stand **times** 15 Percent **plus** normal mortality. **Note:** See paragraph 311 for an explanation of this determination made on FSA-899.	26
Total Determined Acres in Stand	Number of acres in stand as determined by COC.	27
Total Determined Damaged Acres in Stand	Number of damaged acres as determined by COC.	28
Total Determined Acres for Payment	Total Determined Trees in Stand **times** 15 Percent **plus** normal mortality **minus** Total Demined Damaged Acres in Stand.	29
Practice Code	COC determined practice code for the stand.	31
Maximum Practice Rate Approved Trees/Acres for Practice	Maximum rate approved for the practice.	

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*--411 Information Displayed on ECPR (Continued)

B ECPR Content (Continued)

Field	Description	FSA-899 Item
Approved Trees/ Acres for Practice	Number of trees/acres approved by COC for each practice.	32
Producer Share	Producer's share of the stand.	8
Maximum Projected Payment Amount	Maximum amount of the payment calculated for each practice. The amount is calculated by multiplying the following: • Approved Trees/Acres for Payment **times** • Producer Share **times** • Maximum Practice Rate for practice.	
The following will be displayed after the actual costs have been entered on FSA-899.		
Tree/Acres Completed	Number of trees/acres completed by the producer for each practice.	40
Actual Cost	Actual cost for the practice based on documentation received from the producer.	41
Producers Share	Producer's share of the stand.	8
Payment Level	Payment level approved for the practice.	
Actual Cost for Practice	Amount of the actual costs eligible for payment. The amount is calculated by the following: • Actual Costs **times** • Producer Share **times** • Payment Level.	
Total Estimated Payment Amount	Lesser of the "maximum projected payment" and the "actual cost for practice", per practice code line item, are totaled. **Note:** If no "actual costs" have been entered, this amount will be the total of the maximum projected payment amounts for each practice.	
Calculation Explanation	The explanation will be displayed on the last ECPR printed for the producer.	

--*

*--411 Information Displayed on ECPR (Continued)

C Example of ECPR

The following is an example of ECPR.

Page: 5 of 86

State: MS
County: Coahoma
Report ID: FSA-899E

United States Department of Agriculture
Farm Service Agency
2008 Tree Assistance Program
Estimated Calculated Payment Report

Date: 05/19/2010

Ima A Producer
123 Main Street
Any City, ST XXXXX

Application Number: 13

Notice of Loss # 1

Stand Number: 1
Disaster Dates: 01/01/2008
Stand Status: Completed

Disaster Event: Tropical Storm
Crop Name: Nursery - Container
Normal Mortality: 1.5

Trees		Acres	
Total Determined Trees in Stand	5000	Total Determined Acres in Stand	0.0
Total Determined Lost Trees in Stand	2500	Total Determined Damaged Acres in Stand	0.0
Total Determined Lost Trees for Payment	2088	Total Determined Acres for Payment	0.0
Total Determined Damaged Trees in Stand	2500		
Total Determined Damaged Trees for Payment	2088		

Practice Code	Maximum Practice Rate ($)	Approved Trees/Acres for Practice	Producer Share (%)	Maximum Projected Payment Amount ($)	Trees/Acres Completed	Actual Cost ($)	Producer Share (%)	Payment Level (%)	Actual Cost for Practice ($)
07	$ 5.00	2088	100 %	$ 10,440.00	2088	$ 99,999.99	100 %	70 %	$ 69,999.99
10	$ 2.00	2088	100 %	$ 4,176.00	2088	$ 99,999.99	100 %	70 %	$ 69,999.99

Estimated Payment Amount - $ 14,616.00

Total Estimated Payment for All Approved Stands- $14,616.00

Calculation Explanation:

Maximum Projected Payment Amount: Determined by multiplying "Maximum Practice rate" times "Approved Trees/Acres for Practices" times "Producer Share"

Actual Costs for Practice: Determined by multiplying "Actual Cost" times "Producer Share" times "Payment Level"

Estimated Payment Amount: Determined by adding the lesser of the "Maximum Projected Payment Amount" and "Actual Cost for Practice" for each Practice Code.

DISCLAIMER: The payment data reflected on this report includes estimated payment amounts and may vary due to changes in tree losses, share, producer program eligibility, and payment limitation.

The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.

--*

*--412 Printing ECPR

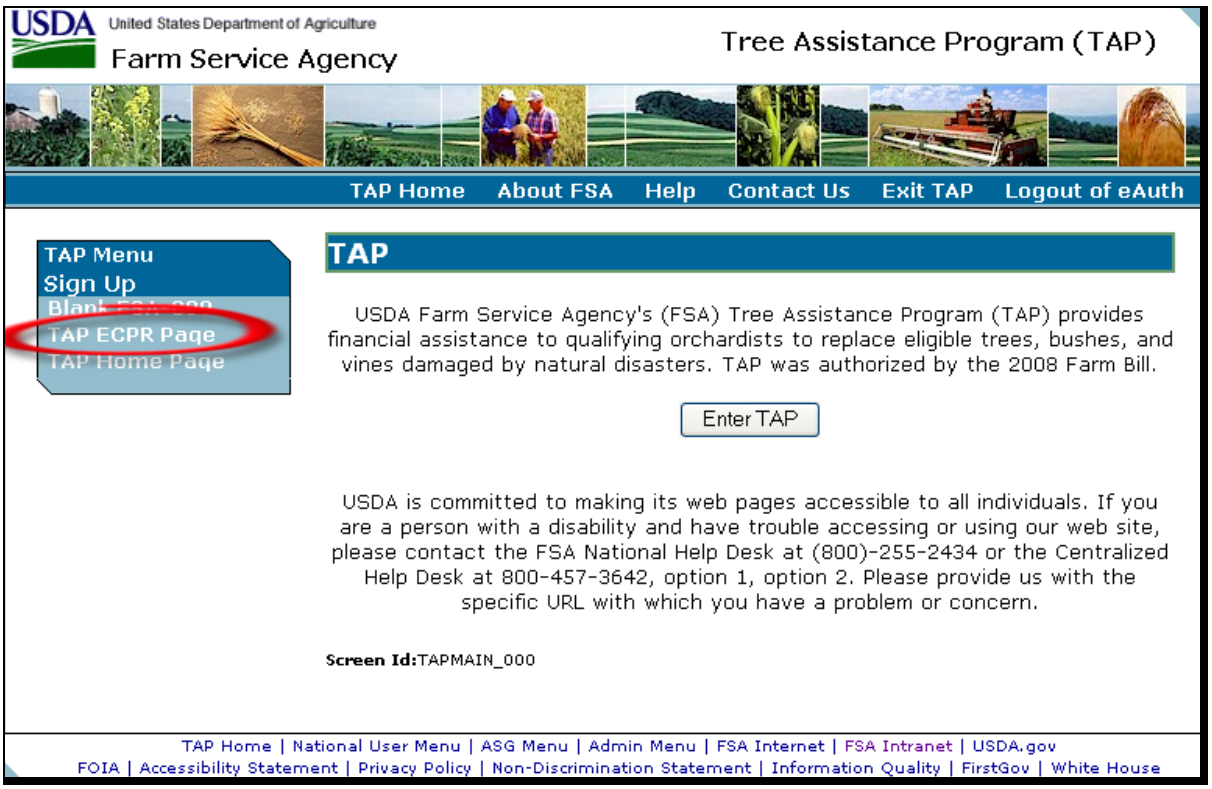
A Accessing the TAP Payments Main Menu

Access the TAP Payments Main Menu according to the following:

Step	Action
1	Access the TAP Application Login Screen according to paragraph 272.
2	CLICK "**TAP ECPR Page**" link on the TAP Menu.

B TAP Screen

The following is an example of the TAP Screen.



Note: Processing screens may have information similar to the following in the bottom left of the screen:

- "Screen ID: TAPMAIN_000"
- "Last Modified: 10/01/2009 8:00:43 AM".

This information is provided to assist the Help Desk in applicable situations.--*

*--412 Printing ECPR (Continued)

C USDA eAuthentication Screens

After users click “TAP ECPR Page”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**I Agree**” to proceed or “**Cancel**” to end the process.

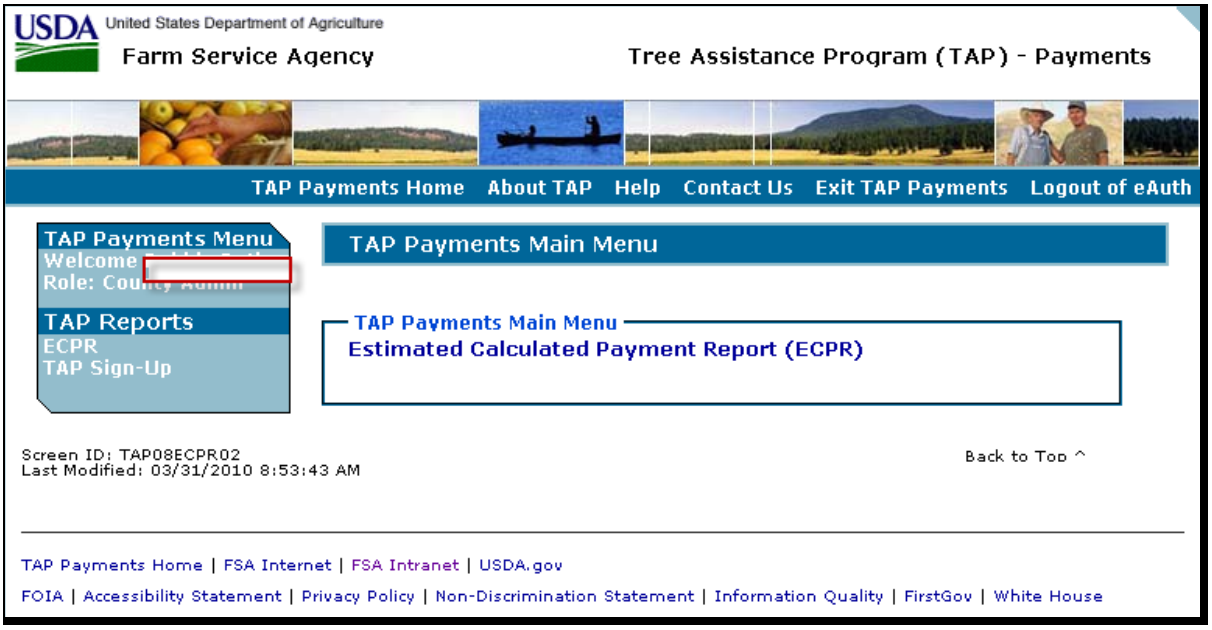
On the eAuthentication Login Screen, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The TAP Payments Main Menu will be displayed.

D TAP Payments Main Menu

When a user is logged in and has been authenticated, the following TAP Payments Main Menu will be displayed.



--*

*--412 Printing ECPR (Continued)

E TAP Payments Main Menu Options

The following options are available on the TAP Payments Main Menu.

Location	Option/Link	Result
Left Navigation Menu	ECPR	User will be directed to the ECPR State and County Selection Screen (subparagraph 273 F).
	TAP Sign-Up	User will be directed to TAP Home Page (paragraph 272).
Top Navigation Menu	TAP Payments Home	TAP Payments Main Menu will be redisplayed.
	About TAP	FSA Home/Disaster Assistance Program Page will be displayed.
	Help	FSA Home/Disaster Assistance Program Page will be displayed.
	Contact Us	Help Screen will be displayed providing information on who to contact for system problems.
	Exit TAP Payments	FSA Home/Applications Page will be displayed.
	Logout of eAuth	Screen will display confirming that you have logged off the USDA eAuthentication system.
Active Window	Estimated Calculated Payment Report	State/County Selection Screen will be displayed (subparagraph 273 F).

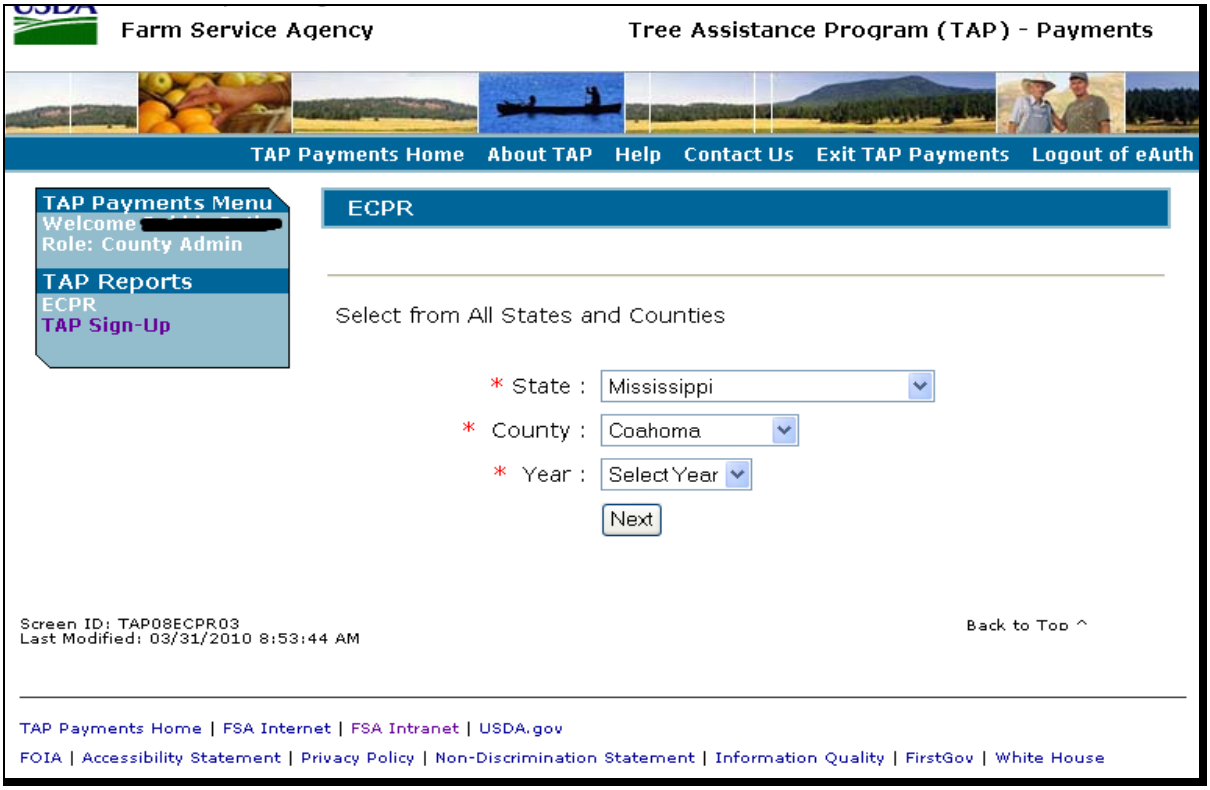
--*

*--412 Printing ECPR (Continued)

F ECPR State and County Selection

After users click “ECPR” on the TAP Payments Main Menu, the ECPR Screen will be displayed. Users must select a State, county, and program year.

The following is an example of the ECPR Screen.



--*

*--412 Printing ECPR (Continued)

F ECPR State and County Selection (Continued)

The following provides the fields that are available on the ECPR Screen.

Field	Description		Action
State	County Office User	Defaults to the State to which the user is associated. Drop-down menu lists States to which the user is associated.	Select the State for processing.
	State Office User	Defaults to the State to which the user is associated. Drop-down menu lists all States to which the user is associated.	
County	County Office User	Defaults to the county to which the user is associated. Drop-down menu lists all counties to which the user is associated.	Select the county for processing.
	State Office User	Defaults to the first county in the State to which the user is associated. Drop-down menu lists all counties within the State selected.	
Program Year	Drop-down menu lists the years available to be viewed or printed.		Select the applicable year.
Submit	The Search TAP ECPR Screen will be displayed.		

--*

*--413 Search TAP ECPR Screen

A Overview

After users have selected the State, county, and program year on the ECPR Screen, the Search TAP ECPR Screen will be displayed. The Search TAP ECPR Screen allows users to select the producer by name or application number.

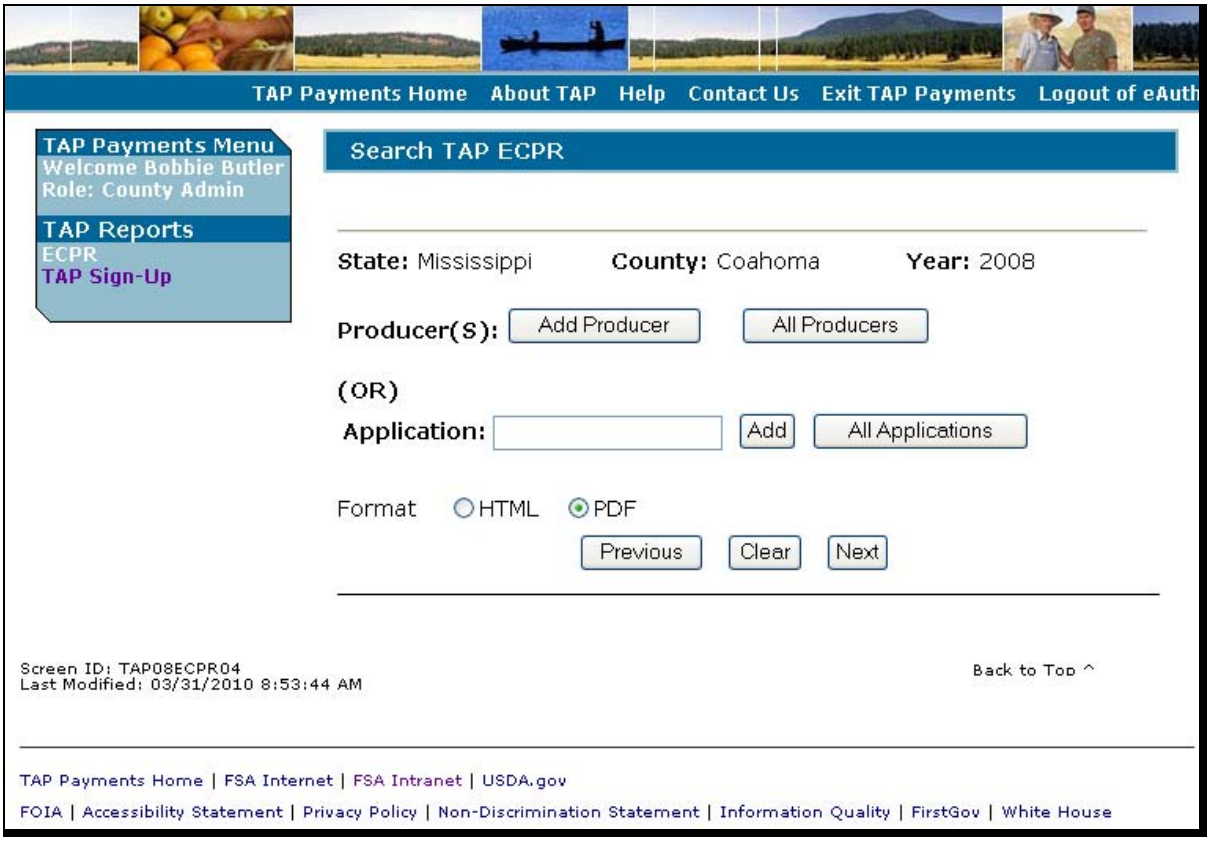
Note: Users may also access the Search TAP ECPR Screen from forthcoming Common Payment Reports (9-CM, paragraph 92).

B Search TAP ECPR Screen Options

The Search TAP ECPR Screen allows users to search for the Report FSA-899E, Estimated Calculated Payment Report information by the following methods:

- producer
- all producers
- application
- all applications.

The following is an example of the Search TAP ECPR Screen.



--*

*--413 Search TAP ECPR Screen (Continued)

B Search TAP ECPR Screen Options (Continued)

To search the Estimated Calculated Payment Report by:

- producer, CLICK either “Add Producer” or “All Producers”
- application, enter the application Number or CLICK “All Applications” .

The following table provides the actions and results on the Search TAP ECPR Screen.

Option	Description	Result
Add Producer	To add 1 or multiple producers, CLICK “Add Producer”. Each name added will display in the “Producer Name” field. **Note:** A user may add multiple producers. It may; however, be easier to select all producers to avoid this step. To remove a producer, click “Remove”. After user has entered all producers, click either “HTML” or “PDF” radio button, and CLICK “Next”.	SCIMS Customer Search Screen will be displayed (paragraph 414). Producer selected in SCIMS will appear on the TAP ECPR Screen.
All Producers	CLICK “All Producers” and either “HTML” or “PDF” radio button, and CLICK “Next”.	ECPR for all producers in the State and county selected will be displayed.
Application	To select 1 or more ECPR’s by application number, enter specific TAP application number and CLICK “Add”. Each number added will display in the “Application Number” field. **Note:** A user may add multiple application numbers in this field. It may; however, be easier to select all applications and avoid this step. To remove an application number, click “Remove”. After user has entered all application numbers, click either “HTML” or “PDF” radio button and CLICK “Next”.	ECPR for all application numbers added will be displayed.
All Applications	To select all applications, CLICK “All Applications”, click either “HTML” or “PDF” radio button, and CLICK “Next”.	ECPR for all producers in the State and county selected will be displayed.
Format: HTML	To view ECPR on a new web page.	
Format: PDF	To display ECPR in a printer-friendly format.	

--*

*--413 Search TAP ECPR Screen (Continued)

C Error Messages

The following table contains error messages that may be encountered on the TAP ECPR Search Screen and the actions necessary to resolve them.

Error Message	Explanation or Required Action
XXX applications returned for the selected criteria and it exceeds the allowed threshold value – 100. Please change your search criteria and try again.	The system will only generate ECPR's 100 producer or FSA-899 numbers at a time. This message will appear if the search criteria entered generates more than 100 producer or FSA-899 numbers. The error message will appear in a new screen if: • "Next" is selected without entering any specific search criteria being entered and more than 100 producer or FSA-899 numbers exist for the County Office • more than 100 producer or FSA-899 numbers are entered in the search criteria • "All Producers" or "All Applications" is selected and more than 100 producer or FSA-899 numbers exist for the County Office • FSA-899 number is entered in the "Application Number" field without clicking "Add Application". To resolve this error, decrease the number in the search criteria.
No Results Based on Selection Criteria	This message will appear if no ECPR exists for the producer or FSA-899 number entered.

--*

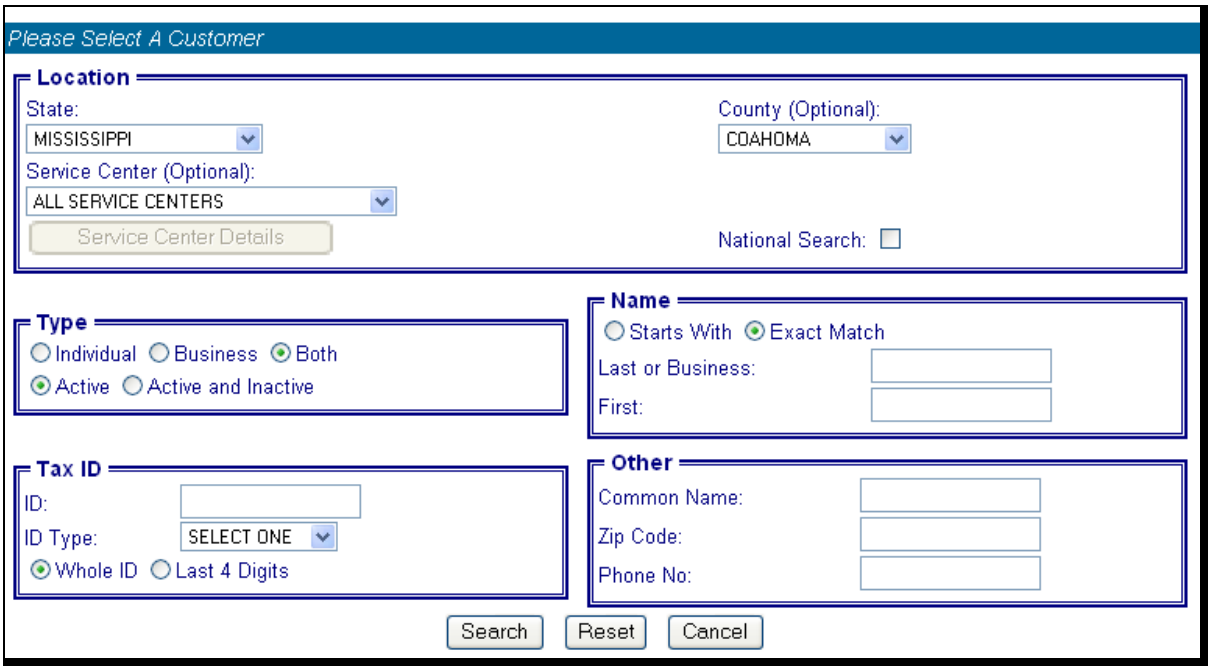
*--414 SCIMS Customer Searches

A Overview

If users search ECPR by producer, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producers can be selected by type, name, TIN, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.



Users must select customers based on search results by clicking the applicable producer. After a producer is selected, the Search TAP ECPR Screen will be redisplayed.--*

*--415 TAP Payment Reports

A Overview

Common payment reports have been developed to provide a central location for generating reports that use the common payments systems. The common reports provide a standardized set of reports that can be used to assist with payment reconciliation issues. The following common reports will be available for TAP and can be accessed from the Common Reports System:

- Estimated Calculated Payment Report
- Insufficient Funds
- Nonpayment/Reduction Report
- Payment History Report – Detail Level
- Payment History Report - Summary Level
- Payments Computed to Zero Report
- Submitted Overpayment Reports
- Submitted Payments Report.

Note: The reports will not be available at the initial release of TAP payment software, but will follow soon after.

B Accessing Common Payment Reports

This handbook provides information on the:

- Estimated Calculated Payment Report
- Payment History Report – Detail Level.

See forthcoming 9-CM, Part 5 for instructions on accessing the Common Payment System and details related to the other common payment reports.**--***

*--415 TAP Payment Reports

C Search Option by Program Type for TAP Payment Reports

From forthcoming 9-CM, paragraph 52 provides specific instructions for accessing the common payment reports. The following 3 program types are available when generating payment reports for TAP in the Common Payment Report System:

- Disaster Fund
- Recovery Act
- Recovery Act Fund.

The program type used for a TAP payment is based on a producer's answers to the following questions on FSA-899.

Did the Producer meet the Risk Management Purchase Requirement?	Did the producer have a NAP and/or CAT Buy In II Application?	Program Type
Yes	No	Disaster Trust Fund
Yes	Yes	Recovery Act
No	Yes	Recovery Act Fund

--*

*--416 TAP Payment History Report - Detail Level

A Description of the Report

The TAP Detailed Level Payment History Report provides information for each payment/ overpayment transaction based on the selected search criteria. This report provides detailed information that is specific to TAP. This report includes transactional data that has been sent to NPS and NRRS for a payment entity or member.

Note: Access the report from the Common Payment System (forthcoming 9-CM, Part 5).

B Information Provided on the Report

The following table provides information on the data that will be displayed on the report:

Field	Description
Date	Date the: • payment transaction was process and sent to NPS. • overpayment was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The field specifies the payment entity or member for which the item is applicable. The name printed is based on the following from SCIMS: • for individuals, last name, first name, middle name, and suffix • for businesses, business name.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Numeric business type for the selected producer.
Contract/ Application Farm	Contract, application, or farm number that is associated with the payment transaction.
Commodity	This is the name of the crop for the TAP payment.
Transaction Type	One of the following transactions types will be displayed/printed: • “Payment”, indicating the transaction was sent to NPS • “Receivable”, indicating the transaction was sent to NRRS • “Canceled Payment”, indicating the payment was originally sent to NPS, but was canceled before it was certified/signed.
Gross Payment	Amount of the payment initially attributed to the payment entity or member, as applicable.
Total Reduction Amount	Total reductions on file for the payment entity or member by transaction
Net Payment	Final attribution amount determined by the direct attribution common process for the payment entity or member as applicable. This is the amount sent to NPS for the payment entity.

--*

*--416 TAP Payment History Report - Detail Level (Continued)

C Example of Report

The following is an example of a Payment History Report – Detailed Level.

Coahoma
Mississippi

United States Department of Agriculture
Farm Service Agency

Date: 06/04/2010
Page: 1

2008 Tree Assistance Program - Disaster Fund 2008
Payment History Report - Detail Level

Producer Name: RUTLAND FARMS
Business Type: General Partnership

Date	State/ County	Payment Entity / Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity	Transaction Type	Gross Payment	Total Reduction Amount	Net Payment
03/08/2010	28/027	Ima A. Producer	7963139	02			Canceled Payment	$ 267,530	$ 7,012	$ 260,518
				04					$ 0	$ 53,506

FOR INTERNAL USE ONLY

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417-424 (Reserved)

*--Section 3 Canceling TAP Payments

425 General Provisions

A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS Payment Worklist to ensure that the correct payments have been generated. If an error is determined, users shall:

- **not** sign the payment in NPS
- correct condition causing the incorrect payment.

B User Intervention

User intervention is **not** allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount owed.

If the payment amount is determined to be incorrect and the payment has been signed in NPS, the payment **cannot** be canceled. The producer will be underpaid or overpaid after the condition causing the incorrect payment has been corrected.**--***

426-430 (Reserved)

*--Section 4 Overpayment Processing

431 General Provisions

A Overview

Overpayments will be determined during the TAP payment calculation process. See paragraph 432 for information on transferring overpayments to NRRS.

B Overpayments Due Dates

Overpayments can occur for a number of reasons and County Offices are **required** to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
Anytime.	Payment was issued to the wrong producer.	Immediately
After something affecting the payment amount is changed on FSA-899.	The payment was issued and later something occurred that changed the amount on FSA-899.	Immediately
After producer misrepresentation is determined.	The producer received a TAP payment and the COC determines that the producer misrepresented their interest on FSA-899.	Immediately
After payment limitation is exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that makes the producer ineligible for payment.	Producer's eligibility value changes making the producer ineligible for payment.	Immediately
Anytime FSA-899 is canceled.	FSA-899 was canceled after payments were issued to the producer.	Immediately.

--*

*--432 Charging Interest

A Introduction

Program interest shall be charged on all 2008-2011 TAP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC determines fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are **not** limited to, the following:

- erroneously or fraudulently representing any fact affecting a determination
- knowingly adopting a scheme or device that tends to defeat the purposes of TAP
- misrepresenting interest and subsequently receiving a 2008-2011 TAP payment
- **not** meeting commensurate contribution requirements for person
- **not** meeting conservation compliance provisions
- **not** meeting controlled-substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to NRRS.

C When Not to Charge Program Interest

Program interest shall **not** be charged if the producer:

- is not determined ineligible according to subparagraph B
- returns check without being cashed
- refunds the payment voluntarily.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		123, 402
CCC-36	Assignment of Payment		402
CCC-37	Joint Payment Authorization		402
CCC-502	Farm Operating Plan		402
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		402
CCC-901	Members Information 2009 and Subsequent Years		402
CCC-926	Average Adjusted Gross Income (AGI) Statement		402
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		91, 401
FSA-578	Report of Acreage		122
FSA-770 TAP	Tree Assistance Program Checklist	155	
FSA-899	Tree Assistance Program Application for Trees, Bushes, and Vines	61	Text

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
2008 Act	Food, Conservation, and Energy Act of 2008	1, 2, 31, 31, 121
ARRA	American Recovery and Reinvestment Act of 2009	31, 32
BF	beginning farmers and ranchers	2, 31, 61
DBA	doing business as	31
ECPR	Estimated Calculated Payment Report	411-414
HTML	hyper-text markup language	414
NRRS	National Receipts and Receivable System	402, 403, 416, 431, 432
PDF	portable document format	414
RMPR	Risk Management Purchase Requirements	2, 5, 31, 32, 61, 91, 92, 123
SURE	Supplemental Revenue Assistance Payment	403, 415

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
CED may redelegate approval authority to PT's for routine cases. **Note:** PT's shall **not** be delegated authority to disapprove any FSA-899's.	71

Definitions of Terms Used in This Handbook

Bush

Bush (including shrubs) means a low, branching, woody plant, from which an annual fruit crop is produced for commercial purposes, such as a blueberry bush.

Commercial Use

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by an eligible grower.

County Committee (COC)

COC means the respective FSA COC.

County Office

County office means the FSA or USDA Service Center that is responsible for servicing the farm on which trees, bushes, or vines are located.

Cutting

Cutting means a piece of vine which was planted in the ground to propagate a new vine for the commercial production of fruit, such as grapes, kiwi fruit, passion fruit or similar fruit.

Eligible Causes of Loss

Eligible causes of loss means causes that are because of an eligible natural disaster, such as plant disease, insect infestation, drought, fire, freeze, flood, earthquake, lightning, or other occurrences, as determined by the Secretary.

Eligible Orchardist

Eligible orchardist means a person or legal entity that produces annual crops from trees, bushes, or vines for commercial purposes.

Eligible Stand

Eligible stand means a contiguous acreage of the same type of trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), or vines.

Definitions of Terms Used in This Handbook (Continued)

Farm

Farm means, for determining TAP eligibility, **all** crop acreage in **all** counties that a producer planted or intended to be planted for harvest for normal commercial sale.

Fruit Tree

Fruit tree means a woody perennial plant having a single main trunk, commonly exceeding 10 feet in height and usually devoid of branches below, but bearing a head of branches and foliage or crown of leaves at the summit that is grown for the production of an annual crop, including nuts, for commercial market.

Individual Stand

Individual stand is an area of fruit (including nut) trees, Christmas trees, bushes, or vines that are tended by an owner as a single operation, whether or not such trees, bushes, or vines are planted in the same field or similar location. Trees, bushes, or vines in the same field or similar area may be separate individual stands if COC determines that the trees, bushes, or vines are susceptible to losses at significantly differing levels.

Lost

Lost means, with respect to the extent of damage to a tree or other plant, that the damage is such that it would, as determined by FSA, be more cost effective to replace the tree or plant than to leave it in its deteriorated, low-producing state.

Natural Disaster

Natural disaster means plant disease, insect infestation, drought, fire, freeze, flood, earthquake, lightning, or other occurrence of such magnitude or severity so as to be considered disastrous, as determined by FSA.

Normal Damage

Normal damage means the number amount, computed by a percentage, as established for the area by the FSA State Committee, of trees, bushes, or vines in the individual stand that would normally be damaged during a calendar year for a producer.

Normal Mortality

Normal mortality means the amount, computed by a percentage as established for the area within the applicable State by STC, of expected lost tree, bush, or vine types in the individual stand that normally occurs during a calendar year for a producer. Normal mortality refers to the number of whole trees, bushes, or vines that are damaged beyond rehabilitation; mortality does **not** include partial damage, such as lost tree limbs.

Definitions of Terms Used in This Handbook (Continued)

Nursery Tree Grower

Nursery tree grower means an eligible grower, as owner or successor-owner, who produces nursery, ornamental, fruit, nut, or Christmas trees for commercial sale.

Ornamental Nursery

Ornamental nursery crop means, for TAP purposes, eligible nursery stock, including deciduous shrubs, broadleaf evergreens, coniferous evergreens, and shade and flowering trees planted for commercial purposes. This includes Christmas trees, ornamental trees, bushes, and vines, including nursery trees, and potted trees, fruit and nut tree seedlings planted for sale and transplanted in a commercial orchard operation growing the fruit, nut, or Christmas trees, but does not include plants grown for timber or pulp operations.

Owner

Owner means a grower or successor-owner who has legal ownership of the trees, bushes, or vines where benefits are requested and suffered eligible losses of trees because of an eligible natural disaster.

Program Year

Program year means a 12-month calendar year.

Seedling

Seedling means an immature tree, bush or vine that was planted in the ground or other growing medium to grow a new tree, bush, or vine for commercial purposes.

Definitions of Terms Used in This Handbook (Continued)

Timber

Timber means growing trees on woodland that were planted with the intention of producing crops for timber or pulp from trees for commercial purposes.

Tree

Tree means a tall, woody plant having comparatively great height, and a single trunk from which an annual crop is produced for commercial purposes, such as a maple tree for syrup, papaya tree, or orchard tree. Trees used for pulp or timber are not considered eligible trees under TAP. Trees used for paper, pulp, or timber are not considered eligible trees for TAP. Pineapple is not eligible under TAP.

Vine

Vine means a perennial plant grown in the field under normal conditions from which an annual fruit crop is produced for commercial market for human consumption, such as grape, kiwi, or passion fruit, that has a flexible stem supported by climbing, twining, or creeping along a surface. Perennials that are normally propagated as annuals such as tomatoes, biennials such as strawberries, and annuals such as pumpkins, squash, cucumbers, watermelon, and other melons, are excluded from the term vine under TAP.

Menu and Screen Index

This table lists the screens displayed in this handbook.

Menu or Screen	Title	Reference
TAPADM_0017	Add Mortality Rate Screen	381
TAPSGNUP_006	Add New Stand (Part B) Screen	286
TAPSGNUP_0014	Add Practice Information (Part B) Screen	300
TAPSGNUP_0017	Add Practice Information for COC Action/Determination Screen	314
TAPADM_001	Administrator Main Menu	378
TAPSGNUP_009	Bulk COC Approval/Disapproval for TAP Payment Screen	346
TAPSGNUP_0010	Bulk Electronic COC Approval/Disapproval for TAP Payment Screen	356
TAPSGNUP_0012	Bulk Electronic Payment Eligibility Approval/Disapproval Screen	357
TAPSGNUP_0011	Bulk Payment Eligibility Approval/Disapproval Screen	347
TAPSGNUP_002	Delete Application Screen	288
TAPSGNUP_0019	Delete Practice Information for COC Action/Determination Screen	313
TAPSGNUP_0016	Delete Practice Information Screen	299
TAPSGNUP_008	Delete Stand Screen	297
TAP08ECPR03	ECPR Screen	412
TAPADM_0018	Edit Mortality Rate Screen	380
TAPSGNUP_004	Edit Payment Eligibility Screen	326
TAPSGNUP_0021	Edit Practice Code Payment Eligibility Screen	327
TAPSGNUP_0015	Edit Practice Information (Part B) Screen	298
TAPSGNUP_0018	Edit Practice Information for COC Action/Determination Screen	312
TAPSGNUP_007	Edit Stand (Part B) Screen	296
TAPSGNUP_003	Edit Stand For COC Action/Determination Screen	311
TAPADM_0016	Mortality Rate Maintenance Screen	379
TAPADM_0016	Mortality Rate Maintenance Screen	380
	SCIMS Customer Search Screen	414
TAP08ECPR04	Search TAP ECPR Screen	413
TAPSGNUP_0013	Select Report Screen	366
TAPSGNUP_001	Stand Summary Screen	287
SGNUP_000	State, County and Program Year Selection Screen	273, 377
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TAPSGNUP_005	TAP Application Summary Screen	274
TAP08ECPR02	TAP Payments Main Menu	412
	TAP Screen	272, 376
TAPMAIN_000	TAP Screen	412