FSA
HANDBOOK

Tree Assistance Program

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-TAP
(Revision 4)

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

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Farm Service Agency
Washington, DC 20250

Tree Assistance Program **1-TAP (Revision 4)**	**Amendment 2**

Approved by: Deputy Administrator, Farm Program

Amendment Transmittal

A Reasons for Amendment

Subparagraph 31 B has been amended to clarify qualifying mortality and damage losses.

Subparagraph 31 C has been amended to clarify qualifying mortality losses in the case of plant disease.

Subparagraphs 31 D, 61 A, 62 C, and 63 A have been amended for clarity.

Subparagraph 63 C has been added to clarify that an FSA representative shall perform a field visit to verify practice completion.

Subparagraph 122 B has been amended to state that late-filed FSA-578's will be accepted for 2011 through 2014, without requiring the producer to pay a late-filed fee.

Exhibit 2 has been amended to remove "fire blight" because it is covered under plant disease as a natural disaster.

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Part 1 Handbook Purpose and Responsibilities

1 Handbook Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for TAP authorized under the 2014 Farm Bill 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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eligibility flags or payment limitation allocations	2-PL.
web-based subsidiary files	3-PL.
AGI/payment limitation	5-PL.
direct attribution	5-PL.

2 Authority

A Statutory Authority

The 2014 Farm Bill authorizes the Secretary to implement TAP.

B Regulatory Authority

Regulations governing general provisions for supplemental agricultural disaster programs, such as TAP, are at 7 CFR Part 1416, Subpart B. Regulations for TAP are at 7 CFR Part 1416, Subpart E.

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 Part 1416.1 and .400
Administration.	7 CFR Part 1416.2 and .401
Eligible producers on a farm.	7 CFR Part 1416.3
Equitable relief.	7 CFR Part 1416.5
Payment limitation.	7 CFR Part 1416.6
Misrepresentation.	7 CFR Part 1416.7
Appeals.	7 CFR Part 1416.8
Offsets, assignments, and debt settlement.	7 CFR Part 1416.9
Records and inspections.	7 CFR Part 1416.10
Refunds, joint and several liability.	7 CFR Part 1416.11
Minors.	7 CFR Part 1416.12
Deceased individuals or dissolved entities.	7 CFR Part 1416.13
Miscellaneous.	7 CFR Part 1416.14

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, etc.
- minority churches and ministers
- minority organizations and coalitions, such as National Association for the Advancement of Colored People, etc.
- county minority and ethnic newspapers and radio stations
- women's groups
- adult farm management educators, such as 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 1416, Subpart E, 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 CCC-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 1416, Subpart E, 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 1416, Subpart E, 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 1416, Subpart E, 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:

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

E CED Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 1416, Subpart E, 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 CCC-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 CCC-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 1416, Subpart E, 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 directly 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 October 1, 2011.

*--B Qualifying Mortality and Damage Losses

To be considered an eligible loss under TAP, eligible trees, bushes, or vines **must** have reached mortality (that is, died) above and below ground, as a result of an eligible natural disaster event, as identified in Exhibit 2. The individual stand must have sustained a mortality loss in excess of 15 percent after adjustment for normal mortality.

If a tree, bush, or vine is damaged to such an extent that it cannot produce fruit and cannot be rehabilitated to produce fruit, the tree, bush, or vine may be considered dead in determining the 15 percent mortality loss threshold.

Note: Death of a plant's graft or scion that necessitates removal and replacement of the plant's rootstock may be counted toward the 15 percent mortality, adjusted for normal mortality.

To be eligible for damage losses, the individual stand must have sustained **both** of the following:

- a mortality loss, in excess of 15 percent, after adjustment for normal mortality; and
- damage losses of 15 percent, adjusted for normal damage.**--***

31 General Eligibility Requirements (Continued)

*--C Qualifying Mortality Losses in the Case of Plant Disease

Determining mortality loss for plant disease differs from natural disaster because the time period between bacterial, fungal, or viral infection and symptom appearance can be from a few days to several years. Therefore, the 15 percent mortality threshold and normal mortality calculation for plant disease shall be cumulative based on the loss and time period, as approved by DAFP. STC's must submit documentation to DAFP for approval of STC determined loss and expected mortality time period according to subparagraph D.

D Requesting Approved Time Periods for Morality for Plant Disease

For plant disease mortality losses, STC's **must** submit to DAFP, reliable documentation to support confirmed prognosis and the determined loss period for the claimed infected trees, bushes, or vines, such as:

- plant pathology reports
- entomology laboratory reports
- related environmental factors
- integrated pest management data that may include timing of application, including**--*** biological, cultural, and chemical controls, as appropriate
- any other related data on periphery of pathogen and stage of trees affected.

Note: There may be regional differences in disease severity within a State; therefore, STC **must** document requests by region.

County Offices **must** retain the producer's initial CCC-899 on insect infestation and disease confirmation, and forward a copy to CCC representative to complete CCC-899, Part D when producer reports total mortality in subsequent years.

E Funding Authority

TAP is administered by FSA using funds from CCC.

32 Equitable Relief [7 CFR Part 1416.5]

A Equitable Relief Requests

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

B 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 according to 7-CP.

C 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.

33-60 (Reserved)

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

61 CCC-899, TAP Application for Assistance

A Filing CCC-899's

To apply for TAP benefits, applicants shall file an automated CCC-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:

- **after** September 30, 2011, through the end of the 2014 calendar year must provide an application *** * *** and supporting documentation to FSA by the later of January 31, 2015, or 90 calendar days after the disaster event or date when the loss is apparent to the producer

- on or after January 1, 2015, must provide an application *** * *** and supporting documentation to FSA within 90 calendar days of each disaster event or date when the loss of trees, bushes, or vines is apparent to the producer.

--**Applicants who suffer multiple disasters during the calendar year may file multiple CCC-899's.**--

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 CCC-899 to apply and receive benefits under TAP.

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

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

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

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

A Filing CCC-899's (Continued)

Each eligible applicant with a share interest in a stand who wants TAP payments **must** complete and sign a separate CCC-899 for that share of the stand.

Example 1: John Brown and others suffered eligible fruit tree losses and have the following interests in 2 counties that are administered in Jefferson County:

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

Assuming John Brown and others want TAP payments for their share of each stand, the following CCC-899's would need to be submitted:

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

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

A Filing CCC-899's (Continued)

Example 2: Smith Brothers, Inc., incurred eligible fruit tree losses and has 100 percent interest in the fruit trees.

Only one CCC-899 would be submitted for Smith Brothers, Inc. for its 100 percent share regardless of who owns Smith Brothers, Inc., or how it is comprised. The producer who suffered the loss is the producer who signs CCC-899. In this example, the Smith Brothers, Inc., is the producer that suffered the loss, and consequently, is the eligible applicant for TAP. The individual stockholders did not suffer the loss and are not individually eligible for the tree losses suffered by the corporation. Only an authorized representative of the corporation can sign CCC-899 on behalf of the corporation.

B Completing CCC-899's

Complete CCC-899 according to the following:

- Parts A, B, and C are to be completed when CCC-899 is submitted
- Part D is to be completed following FSA'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 CCC-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 CCC-899 is ready for payment.

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

C Signing and Certifying CCC-899's

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

- applying for TAP benefits for the applicant listed on CCC-899, item 2A
- certifying **all** of the following:
  - all trees, bushes, or vines entered on CCC-899 were planted for commercial purposes, and were lost and/or damaged because of an eligible natural disaster, as defined in Exhibit 2
  - applicant owns eligible trees, bushes, or vines
  - all information on CCC-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)

  Note: CCC-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 CCC-899 and supporting documents.

D Signature Requirements

Follow 1-CM for signature requirements.

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

E Deleting CCC-899's

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

Notes: For succession-in-interest, a new CCC-899 **must** be initiated by the successor, and CCC-899 for the predecessor shall be deleted from the automated system.

See paragraph 92 for succession-in-interest provisions.

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

F Acting on CCC-899's

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

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

Before approving CCC-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:

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

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

F Acting on CCC-899's (Continued)

- loss occurred because of an eligible natural disaster as defined in Exhibit 2
- acres and trees destroyed and damaged are determined
- all signature requirements on CCC-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 CCC-899 or any additional supporting documentation provided by the applicant is **not** accurate or justifiably reasonable, the following actions shall be taken:

- disapprove CCC-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 as defined in Exhibit 2.

Important: An individual stand that did not sustain a mortality loss is **not** eligible for payment.

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), as follows:

- for replanting and the cost of seedlings or cuttings, for tree, bush, or vine replacement the lesser of either of the following:
    - 65 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.

62 Reimbursement and Qualifying Losses (Continued)

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 occur:

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

Note: Eligible producers who did not plant or own trees will not be eligible for TAP payments for replanting practices.

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

*** * ***

62 Reimbursement and Qualifying Losses (Continued)

D Determining Losses Without Physical Evidence

If physical evidence of the lost trees, bushes, or vines no longer exists, the owner must provide evidence acceptable for COC to determine the eligible trees, bushes, or vines existed and were lost on each stand because of the approved eligible natural disaster condition. The owner has the burden of proof to substantiate previous existence of trees that no longer exist. Evidence that COC may determine acceptable includes 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

- RMA appraisal worksheet may be used by COC to substantiate applicant's certification of trees lost

  Note: This may be considered; however, FSA is under **no** obligation to find or obtain these records.

- certifications of tree, bush, or vine losses by third parties (indirectly involved), such as consultants, Extension Service, universities, or Government personnel, but only if the following conditions are met:

  - there is no other documentation available

  - COC determines the cost estimates are reasonable for the practice compared to actual cost documentation submitted by other contractors or vendors for comparable practice components for that crop type and stand.

COC shall document third party certifications in COC minutes to indicate source data used. STC representative shall concur with COC recommendation or work with COC to establish acceptable evidence.

Notes: Whether provided by applicant or someone else, the TAP applicant is liable for any errors in reporting physical evidence.

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

62 Reimbursement and Qualifying Losses (Continued)

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.

F Ineligible Losses

Losses ineligible for TAP shall include the following:

- trees replanted, but destroyed within 1 year of replanting for other than natural disaster
- losses because of lack of irrigation systems, or other conditions not included in the definition of natural disaster (see Exhibit 2 for definition)
- 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 plants grown outside USDA hardiness zone for the recognized crop type grown
- losses of trees grown for commercial timber or pulp
- losses not directly affected by an eligible natural disaster.

Example: Damaging weather interrupts electrical power service causing irrigation pumps to fail. The loss of nursery because of the lack of water from the failure of the irrigation equipment is **not** eligible because natural disaster did not directly impact the nursery.

63 Required Field Visits by FSA Official

--A Required Field Visits to Verify Loss--

Before approving CCC-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 natural disaster for payment
- total determined number of acres in the stand
- total determined number of acres in the stand for payment.

Note: Contracted LA's, used for NAP purposes, are **not** authorized to perform field visits for TAP, because special funding for LA's is specific to NAP.

Important: COC's may require information from a qualified expert to determine the extent of loss in cases of plant disease or insect infestation.

B Verifying Losses

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

Example: The applicant reports he or she will only replace 30 trees in a 10-acre orchard. FSA 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 mortality loss threshold (15 percent + 3 percent normal mortality) (1,000 **x** 18 percent = 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 because the maximum number of trees for TAP assistance that may be paid in this example is 328 trees:

400 trees lost **x** 18% (15% mortality + 3% normal mortality) = 72 trees
400 trees lost - 72 trees = 328 trees eligible for payment.

CCC-899 **must** be modified to reflect the change and approved by COC (Part 10, Section 1, Subsections 2 and 3).

C Field Visit to Verify Practice Completion

Before approving CCC-899, Part G, an FSA representative shall perform a field visit to verify practice completion, and that all eligibility requirements have been met.**--***

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 or plant disease, 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:

- eligible trees, bushes, or vines must have been lost or damaged as a result of eligible natural disaster as determined by the Deputy Administrator
- the individual stand must have sustained a mortality or damage loss in excess of 15 percent after adjustment for normal morality or damage, to be determined based on the following:
  - each eligible natural disaster event, except for losses because of plant disease
  - for plant disease, the time period, as determined by the Deputy Administrator, for which the stand is infected according to subparagraph 31 C.

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

- 65 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 CCC-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 65% (payment level) =	$650
Receipts for tree planting: $500 x 100% (share) x 65% (payment level) =	325
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: $650 (actual cost)
  - practice 10: $325 (actual cost)
  - practice 14: $600 (actual cost).

In this example, Bonnie's estimated TAP payment amount is **$1,575**.

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 the 30 trees that died did not exceed the 72 tree loss threshold and normal mortality requirement.

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 is 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 CCC-899
- if the work cannot be completed within the 12-month period, notify the County Office
- report practice completion **immediately** to maintain eligibility.

Before TAP payments can be issued, an FSA employee will need to perform a site visit on your farm to verify practice completion.

County Executive Director

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 CCC-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

Note: See 1-APP when providing appeal rights.

66-90 (Reserved)

Part 4 Eligibility

91 Owner Eligibility for TAP

A Eligible Orchardists and Nursery Tree Growers

[7 CFR Part 1416.404] To be eligible for TAP payments, the eligible orchardist or nursery tree grower must:

(1) Have planted, or be considered to have planted (by purchase prior to the loss of existing stock planted for commercial purposes) trees, bushes, or vines for commercial purposes, or have a production history, for commercial purposes, of planted or existing trees, bushes, or vines;

(2) Have suffered eligible losses of eligible trees, bushes, or vines occurring on or after October 1, 2011, as a result of a natural disaster or related condition;

(3) Have continuously owned the stand from the time of the disaster until the time that the TAP application is submitted.

A new owner of an orchard or nursery who does **not** meet the requirements in this subparagraph may receive TAP payments if the provisions of paragraph 92 are satisfied.

Federal, State, and local Governments, and political subdivisions thereof, are **not** eligible for TAP payments in any instance.

B Qualifying for Payments

To qualify for payments, applicants **must** satisfy subparagraph A or paragraph 92 and the applicant **must**:

- file CCC-899 according to paragraph 61

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

- **not** be ineligible under the restrictions applicable to citizenship and foreign corporations contained in 7 CFR Part 1416.3

- **not** be a Federal, State, or local Government, or political subdivision thereof

91 Owner Eligibility for TAP (Continued)

B Qualifying for Payments (Continued)

- meet **all** other requirements including, but **not** limited to, 7 CFR Part 1416, Subpart B that includes HEL/WC (6-CP).

Note: Regardless of whether an applicant is seeking payment as an initial applicant or as a successor (as a new owner, estate, or heir) all persons or entities seeking payment **must** be in compliance with common program eligibility provisions, such as citizenship, foreign ownership, and HEL/WC). See paragraph 92.

See subparagraph C for deceased persons and dissolved entities.

See subparagraph D for issuing payments to deceased persons, closed estates, and dissolved entities.

See subparagraph 92 D for inheritance provisions.

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 CCC-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 dissolvedentity **must** be on file in the County Office **before** FSA will act on CCC-899. 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 CCC-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 CCC-899 for a deceased, incompetent, or missing individual.

91 Owner Eligibility for TAP (Continued)

C Deceased Owners or Dissolved Entities (Continued)

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

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

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

See subparagraph 92 D for inheritance provisions.

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

TAP payments for CCC-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 CCC-899 is signed by an authorized representative of the…	THEN payments shall be issued…
individual who died before CCC-899 was filed	deceased according to subparagraph B	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 CCC-899 was filed	estate according to subparagraph B	
entity that dissolved before CCC-899 was filed	dissolved entity according to subparagraph B	using applicant's TIN.
individual who dies, is declared incompetent, or is missing after filing CCC-899		to eligible payees executing FSA-325 according to 1-CM.

Notes: FSA-325 is **only** used when CCC-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 CCC-899 as an heir. Heirs **must** be otherwise eligible in their own right with respect to questions of common eligibility provisions. See subparagraph B.

92 Successor-in-Interest

A Eligibility of Successors

[7 CFR Part 1416.404] A new owner of an orchard or nursery who does not meet the requirements of paragraph (a) of this section may receive TAP payments approved for the previous owner of the orchard or nursery and not paid to the previous owner, if the previous owner of the orchard or nursery agrees to the succession in writing and if the new owner:

(1) Acquires ownership of trees, bushes, or vines for which benefits have been approved;

(2) Agrees to complete all approved practices that the original owner has not completed; and

(3) Otherwise meets and assumes full responsibility for all provisions of this part, including refund of payments made to the previous owner, if applicable.

Successor agreements to complete practices are on a "per stand" basis.

Except as provided in subparagraph D, predecessor on CCC-899 **must** agree in writing to the succession-in-interest. Once the predecessor's written agreement is obtained, County Office will do **all** the following:

- make certain there is a hardcopy of the predecessor's CCC-899 on file before deleting the predecessor's CCC-899 (paragraph 288)
- initiate a new CCC-899 for the successor (paragraph 61)
- annotate on CCC-899 that the application is a succession-in-interest application and attach the predecessor's CCC-899 (now deleted) to the successor's CCC-899.

Notes: In the case of successors-in-interest, a successor's eligibility for payments is limited to whatever would have been paid the eligible predecessor.

The predecessor on CCC-899 is subject to the provisions of paragraph 121. No payments will be issued to a predecessor or successor if predecessor fails to satisfy paragraph 121.

If a Federal, State, or local Government or political subdivision thereof acquires the ownership of an orchard or nursery from a predecessor, the Federal, State, or local Government, and political subdivision is still ineligible for TAP payments.

92 Successor-in-Interest (Continued)

A Eligibility of Successors (Continued)

The extent of TAP payments that will be made available to successors on a CCC-899 is limited to that of the predecessor. This does **not** mean the successor will be paid what the predecessor may have been paid, it simply means that the successor **cannot** be paid more than what would have been paid the predecessor if there had been no succession.

County Offices will have to manually control payments to predecessors and successors.

B Payment Limitation

Successors and predecessors each have to meet common eligibility provisions and a successor cannot be paid more than what would have been paid to an approved predecessor if there had been no succession. However, except as specified in subparagraph D, the successor's actual TAP payments cannot exceed the applicable limitation for an eligible individual or entity.

--Example:** An individual who has already reached the TAP payment limitation on their**-- own CCC-899 is ineligible for further TAP payments as a successor.

C Inheritance

If ownership of an eligible orchard or nursery is acquired because of inheritance, the heirs will be eligible for **only** TAP payments that the predecessor decedent would have been paid if not for the death of the decedent. In this case, the eligible heirs will be paid based on the decedent's payment limitation and eligibility **without** regard to the heir's own limitation or eligibility.

Heirs who succeed to decedents interests will have to provide legal documents attesting to the death of the predecessor and the heir's right to succeed. See subparagraph 91 B.

92 Successor-in-Interest (Continued)

D Examples of Succession-in-interests

Example 1: Owner A owns a 10-acre stand of apples. On June 25, 2012, Owner A lost the apple trees because of damage from Hurricane Helen. Owner A timely filed CCC-899 for replanting the 10 acres of apple trees. COC approved Owner A's CCC-899 and Owner A met all eligibility requirements. In August 2012, Entity B acquired ownership of the 10 acres that was the subject of Owner A's CCC-899. Owner A submitted a written statement agreeing to allow Entity B to seek TAP benefits that Owner A would have obtained if Owner A had not conveyed the acreage to Entity B. Entity B signed CCC-899 assuming full responsibility for completing all approved incomplete practices.

Result 1: Provided that Entity B meets all other eligibility requirements of paragraph 91, Entity B is eligible for TAP payments on the successor CCC-899 not to exceed the extent to which Owner A was eligible.

Example 2: N & H Nursery suffered an eligible loss of trees and had an approved CCC-899 with 100 percent of the 15 acres of damaged trees. Based on the damage sustained on the 15 acres, N & H Nursery was eligible for TAP payments that would have been limited to $100,000. N & H Nursery was sold and the 15 acres was divided among 4 different buyers. N & H Nursery submitted a written statement to FSA advising that it agreed to allow new owners to apply for TAP benefits that N & H Nursery would have obtained had N & H Nursery not conveyed the property to new owners. Two of the new owners signed a successor CCC-899 assuming full responsibility for completing all approved incomplete practices on the acreage that had been part of N & H Nursery.

Result 2: The eligibility of N & H Nursery was determined based on the entire 15-acre stand of trees. All the new owners who chose to be successors cannot be paid more than what N & H Nursery would have been paid irrespective of owners who chose not to succeed. County Office will have to manually control payment limitation for N & H Nursery and any successors.

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 CCC according to the 2014 Farm Bill. Approved CCC-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 CCC-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 CCC-899's disapproved by COC.

C Assignments and Offsets

County Offices shall:

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

D Payment Limitation

The 2014 Farm Bill limits how much a producer may receive from the Supplemental Agricultural Disaster Assistance programs. The regulations at 7 CFR Part 1416, Subpart B, specify the payment limits.

A $125,000 payment limitation applies to TAP. Follow procedure in 5-PL.

E Foreign Person Provisions

All 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 annually.

Example: On April 24, 2012, producer was approved for loss on 100 acres. On July 7, 2012, producer reported another loss on 300 acres. Producer would **only** be eligible for payment on an additional 100 acres, for a total of 500 acres for all losses under TAP, for 2012.

B FSA-578's

FSA-578 is required for TAP. Each CCC-899 requires the producer to identify the crop type, trees and acres in stand, and applicant's share. Geographical physical location can be identified with an aerial photocopy and filed in producer's farm folder. Therefore, FSA-578 **must** be filed **before** CCC-899 can be approved by COC.

--Note:** 2-CP, subparagraph 21 C does not allow producers to late-file FSA-578's after natural disasters occur. However, for 2011 through 2014, 2-CP, subparagraph 21 C is waived to authorize acceptance of these late-filed FSA-578's, provided that all other requirements for late-filed FSA-578's are met according to 2-CP. If physical evidence is not available, follow subparagraph 62 D.--**

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.

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 2011 and subsequent years TAP compliance reviews.

125-150 (Reserved)

Part 6 TAP Criteria

151 Stand Eligibility

A Eligible Causes of Loss

Eligible causes of loss are causes that are the result of natural disaster. See Exhibit 2 for a definition of natural disaster.

To be an eligible cause of loss, the natural disaster must have occurred **after** September 30, 2011, for the trees, bushes, or vines.

Example: N & H Apple Mountain Farm is infected with fire blight on November 13, 2011, and the apple trees reach full mortality on September 1, 2012. N & H Apple Mountain Farm is eligible to participate in 2012 program year TAP, and mortality calculated for 2012.

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, including immature trees
- 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.

Acreage stands with scattered plantings shall be determined based on recommended spacing requirements.

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 (orchards).	$8
02	Fruit and nut tree rehabilitation per tree (orchards).	$15
03	Caneberry, grape, kiwi, and passion fruit replacement per vine.	$4
04	Caneberry, 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 (fruit, nut, ornamental, and Christmas trees) replacement per tree (field and container). **Notes:** Trees in a nursery operation, including Christmas trees, etc., are paid under this practice code. Research indicates that smaller than 25 gallon containerized potted trees are not ordinarily rehabilitated, but are replaced.	$5
08	Nursery tree rehabilitation per tree (field and container). **Note:** Rehabilitation for nursery tree containers is applicable to only industry standard large-size containers (25 gallon and above).	$3
09	Pecans rehabilitation, including pruning, site preparation, and debris removal **per tree**.	$40
10	Planting cost per eligible tree (including Christmas trees, fruit and nut trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines.	$2

152 TAP Payment and Mortality Rates (Continued)

A Maximum Payment Rates (Continued)

Practice Code	Practice	Maximum Rates
11	Pruning cost per eligible tree. **1/** **Notes:** Applies to rehabilitation **only**. Does **not** apply to TAP pecans.	$7
12	Rehabilitation cost per eligible tree (including Christmas trees and ornamental trees), bushes (including shrubs), and vines **on a tree farm**. **Note:** Research indicates that potted trees are not ordinarily rehabilitated, but are replaced.	$4
13	Replacement cost per eligible tree (including Christmas trees, ornamental trees, and potted trees), bushes (including shrubs), and vines **on a tree farm**.	$2
14	Site preparation per acre (including cleanup, tree and debris removal, and tillage). **Note:** Not applicable to Practice Code 09 (pecan rehabilitation).	$500
15	Replacement cost per eligible cranberry plant.	$0.06
16	Planting cost per eligible cranberry plant.	$0.03

Note: See subparagraph C for practice code applicability.

1/ Practice code 11 (Pruning - $7) is only used, if pruning is the only practice completed. In all other cases, where stakes, ties, fertilizer, trellis, etc. are added to practice completion, practice code 02 (Rehabilitation - $15) for orchards, which includes pruning, is eligible for payment. For orchards, applicant would never be eligible for both practice codes 02 and 11.

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 an eligible cause of loss, exceeds 15 percent (adjusted for normal mortality).

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

C Practice Code Applicability

The following table provides the list of crop codes and practices to where they can be applied.

Crop Code	Crop	Crop Abbreviation	Eligible Practice Codes
0023	Oranges	ORANG	01, 02, 10, 11, 14
0024	Tangelo	TANGL	01, 02, 10, 11, 14
0028	Almonds	ALMND	01, 02, 10, 11, 14
0029	Walnuts	WLNUT	01, 02, 10, 11, 14
0030	Grapefruit	GFRUT	01, 02, 10, 11, 14
0034	Peaches	PEACH	01, 02, 10, 11, 14
0035	Lemons	LEMON	01, 02, 10, 11, 14
0036	Limes	LIMES	01, 02, 10, 11, 14
0048	Tangerines	TANGR	01, 02, 10, 11, 14
0053	Grapes	GRAPE	03, 04, 10, 14
0054	Apples	APPLE	01, 02, 10, 11, 14
0058	Cranberries	CRNBR	14, 15, 16
0060	Figs	FIGS	01, 02, 10, 11, 14
0100	Maple	MAPSP	05, 06, 10, 11, 14
0106	Avocado	AVOCD	01, 02,10, 11, 14
0108	Blueberries	BLUBR	10, 12, 13, 14
0128	Cherries	CHERY	01, 02, 10, 11, 14
0144	Pears	PEARS	01, 02, 10, 11, 14
0146	Pecans	PECAN	01, 09, 10
0173	Bananas	BANAN	01, 02, 10, 11, 14
0175	Coconuts	COCON	01, 02, 10, 11, 14
0176	Coffee	COFFE	01, 02, 10, 11, 14
0181	Papaya	PAPAY	01, 02, 10, 11, 14
0186	Plantain	PLANT	01, 02, 10, 11, 14
0250	Nectarines	NECTR	01, 02, 10, 11, 14
0254	Plums	PLUMS	01, 02, 10, 11, 14
0326	Apricots	APRCT	01, 02, 10, 11, 14
0375	Chestnuts	CHENT	01, 02, 10, 11, 14
0376	Hazel Nuts	HAZNT	01, 02, 10, 11, 14

152 TAP Payment and Mortality Rates (Continued)

C Practice Code Applicability (Continued)

Crop Code	Crop	Crop Abbreviation	Eligible Practice Codes
0463	Kiwifruit	KIWIF	03, 04, 10, 14
0465	Persimmons	PERSI	01, 02, 10, 11, 14
0466	Plumcotes	PLUMC	01, 02, 10, 11, 14
0467	Pomegranates	POMEG	01, 02, 10, 11, 14
0468	Quinces	QUINC	01, 02, 10, 11, 14
0469	Macadamia	MACAD	01, 02, 10, 11, 14
0470	Pistachios	PISTA	01, 02, 10, 11, 14
0496	Dates	DATES	01, 02, 10, 11, 14
0498	Guavas	GUAVA	01, 02, 10, 11, 14
0500	Loquats	LOQUA	01, 02, 10, 11, 14
0501	Olives	OLIVE	01, 02, 10, 11, 14
0502	Passion Fruit	PASFT	03, 04, 10, 14
0622	Huckleberries	HUKBR	10, 12, 13, 14
0906	Pummelo	PUMLO	01, 02, 10, 11, 14
0997	Atemoya	ATMYA	01, 02, 10, 11, 14
0998	Sapote	SAPBK	01, 02, 10, 11, 14
1010	Nursery – Container	NRSRY	07, 08, 10
1010	Nursery – Field	NRSRY	07, 08, 10, 11, 14
1290	Breadfruit	BREAD	01, 02, 10, 11, 14
1291	Cashew	CASHE	01, 02, 10, 11, 14
1292	Genip	GENIP	01, 02, 10, 11, 14
1302	Tangors	TANGS	01, 02, 10, 11, 14
6000	Caneberries	CANBR	03, 04, 10, 14
7037	Jack Fruit	JCKFR	01, 02, 10, 11, 14
7321	Christmas Trees	CHRUT	10, 12, 13, 14
8004	Longan	LONGN	01, 02, 10, 11, 14
8005	Lychee	LYCHE	01, 02, 10, 11, 14
8008	Sapodilla	SPDLA	01, 02, 10, 11, 14
8045	Cherimoya	CHRMY	01, 02, 10, 11, 14
9995	Citron	CTRON	01, 02, 10, 11, 14

Note: Eligible producers who did not plant or own trees will not be eligible for TAP payments for replanting practices.

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 CCC-899 is approved for payment by COC or designee. STC's are authorized to grant practice extensions up to 1 year from the date CCC-899 is approved for payment by COC or designee.

Note: If the producer still cannot complete the practice within the 1-year STC extension, 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.

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 CCC-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.
indemnity payments under crop insurance policies, including pilots, for orchard trees	can receive both for 2011, 2012, or 2013. Starting in 2014, multiple benefit exclusions apply.
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 CCC-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**
- 65 percent of the actual cost of replanting trees on the eligible stand, 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 CCC-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 CCC-899, Part G

- the trees/acres actually completed and certified by the applicant from CCC-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 CCC-899, Part B. The applicant completed all 3 practices on 1 stand and completed CCC-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 CCC-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.

155-180 (Reserved)

Parts 7-9 (Reserved)

181-270 (Reserved)

Part 10 TAP Software

Section 1 Level 2 eAuthentication Access

271 Accessing TAP Software

A Basic Information

The CCC-899 software is intuitive web-based software with a centralized database.

CCC-899's 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.

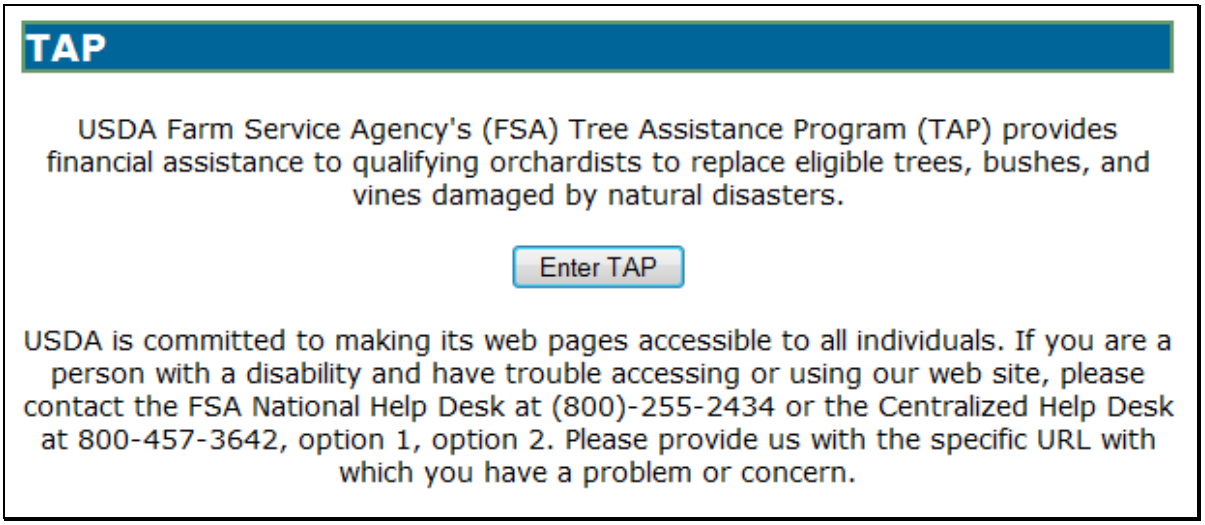
C Accessing Web Based TAP

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**".

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

D TAP Login Screen

After users click "TAP – Tree Assistance Program", users will be prompted with the following TAP Home Page. CLICK "**Enter TAP**" to continue.



271 Accessing TAP Software (Continued)

E USDA eAuthentication Login Screen

After users click "Enter TAP", the following USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK "**Click Here to Log In With Your LincPass (PIV)**"
- enter user ID and password and CLICK "**Login**".

272 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.

C Action

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

- State/county
- program year.

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

273 TAP Application Summary

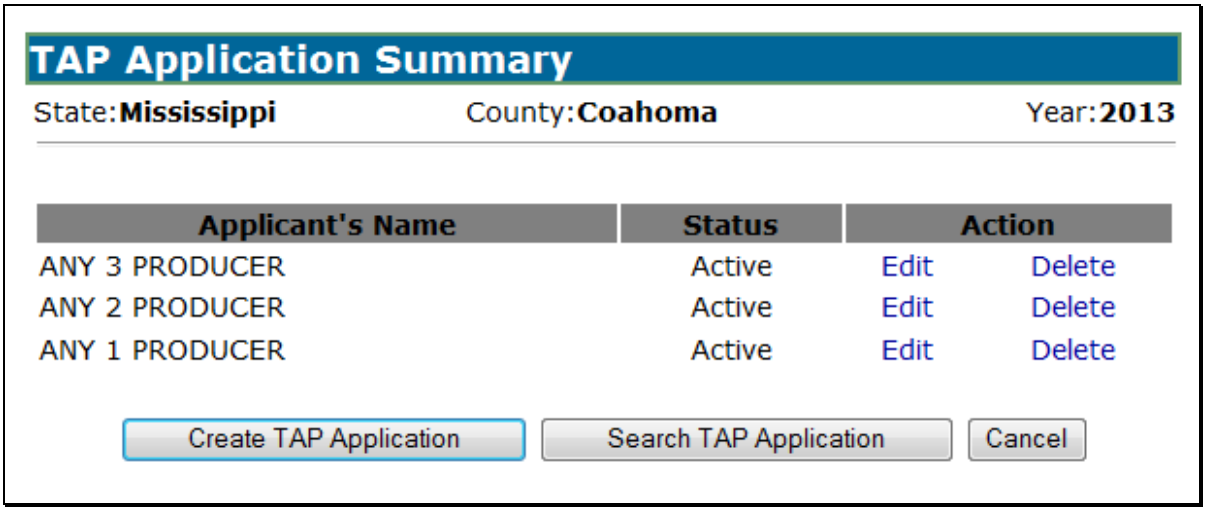
A Overview

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 Example TAP Application Summary Screen

Following is an example of the TAP Application Summary Screen.



TAP Application Summary

State:**Mississippi** County:**Coahoma** Year:**2013**

Applicant's Name	Status	Action	
ANY 3 PRODUCER	Active	Edit	Delete
ANY 2 PRODUCER	Active	Edit	Delete
ANY 1 PRODUCER	Active	Edit	Delete

Create TAP Application | Search TAP Application | Cancel

273 TAP Application Summary (Continued)

C Action

CLICK "**Create TAP Application**" to add a new 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).

D "Status" Column

The "Status" column will be displayed with the status of the producer's CCC-899, 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.

274-285 (Reserved)

286 Creating Applications

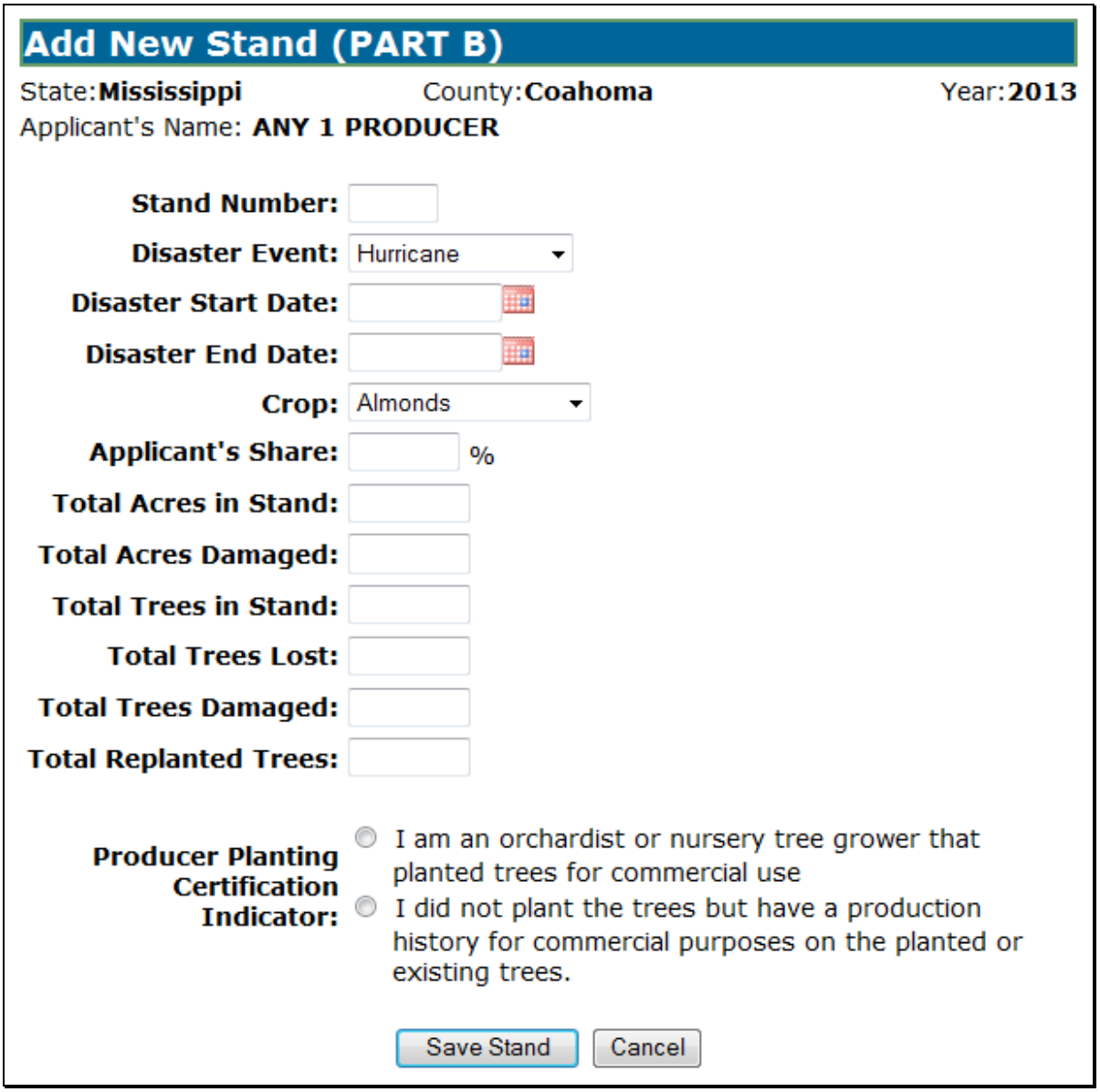
A Overview

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 lists • 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.	

286 Creating Applications (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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.
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."

286 Creating Applications (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Save Stand	Saves all data entered on the Add New Stand (PART B) Screen. Stand Summary Screen will be displayed (paragraph 287).	
Cancel	TAP Application Summary Screen will be displayed without saving data entered on the Add New Stand (PART B) Screen.	

D Practice Information

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

Stand Summary

State:**Mississippi** County:**Coahoma** Year:**2013**
Applicant's Name: **ANY 3 PRODUCER**

Add a new Stand **Sort By:** Stand By Ascending

Expand All Collapse All

Stand#: 123 Hurricane 06/01/2013-06/03/2013 Edit Delete Collapse

Crop:Apples

Stand Information (PART B) Edit

Applicant's Share: 100.00 Total Acres in Stand:6.0 Total Acres Damaged:3.0

Total Trees in Stand: 500.0 Total Trees Lost:250.0

Total Trees Damaged: 0.0 Total Replanted Trees:250.0

Practice Code	Practice Code Description	Trees/Acres Requested	
01	Fruit and nut tree replacement	250	Edit Delete
10	Planting cost	250	Edit Delete
14	Site preparation	3.0	Edit Delete

Add New Practice for Request

COC Determined (PART D & PART E) Edit

Total Determined Acres in Stand: 6.0 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: 250 Total Determined Trees Lost for Payment: 205

Total Determined Trees Damaged: 0 Total Determined Trees Damaged for payment: 0 Determined Replanted Trees Count: 250

Practice Code	Practice Code Description	Trees/Acres Determined	
01	Fruit and nut tree replacement	205	Edit Delete
10	Planting cost	205	Edit Delete
14	Site preparation	2.5	Edit Delete

Add New Practice for Determination

COC Signature Date: 03/18/2014 Approve Disapprove

Payment Eligibility (PART F & PART G) Edit

Practice Code	Practice Code Description	Trees/Acres Completed	
01	Fruit and nut tree replacement	205	Edit
10	Planting cost	205	Edit
14	Site preparation	2.5	Edit

Producer Payment Eligibility Signature Date: 03/19/2014

Type Of Signature : Paper

COC Payment Eligibility Signature Date: 03/20/2014

Approve Disapprove

Applicant's Signature Date: 03/17/2014 Type Of Signature : Paper

Submit Cancel Print

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.
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 lists.
Type of Signature	Manual selection from a list of applicable signature types.	Select the signature type from the drop-down list.
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 lists.
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 lists.
Type of Signature	Manual selection of a list of applicable signature types.	Select the signature type from the drop-down list.
COC Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down lists.
Approve/Disapprove	Manual selection.	Click “Approve” or “Disapprove” radio button.

288 Deleting Applications

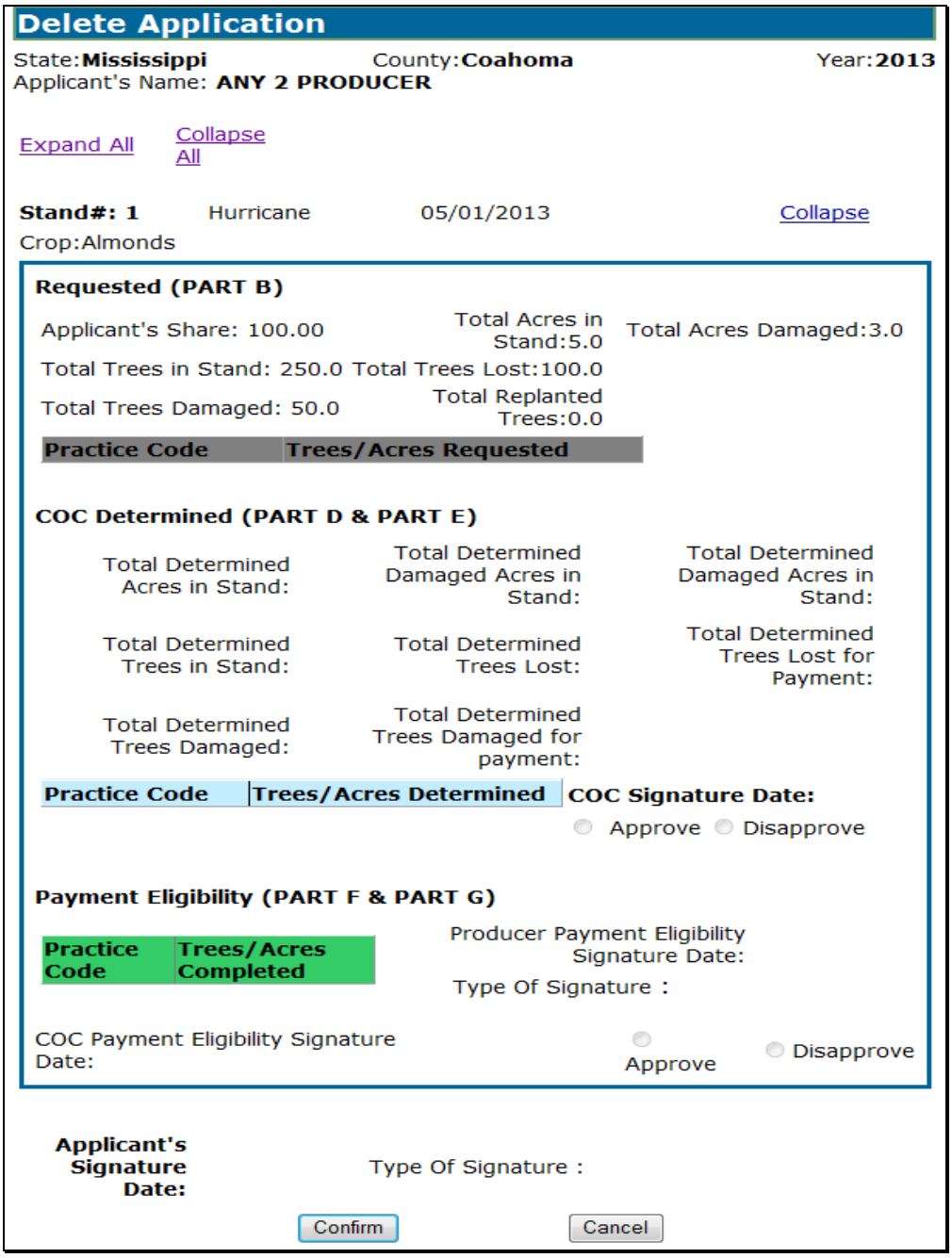
A Overview

CLICK "**Delete**" link next to the application to be deleted to delete applications on the TAP Application Summary Screen. 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)

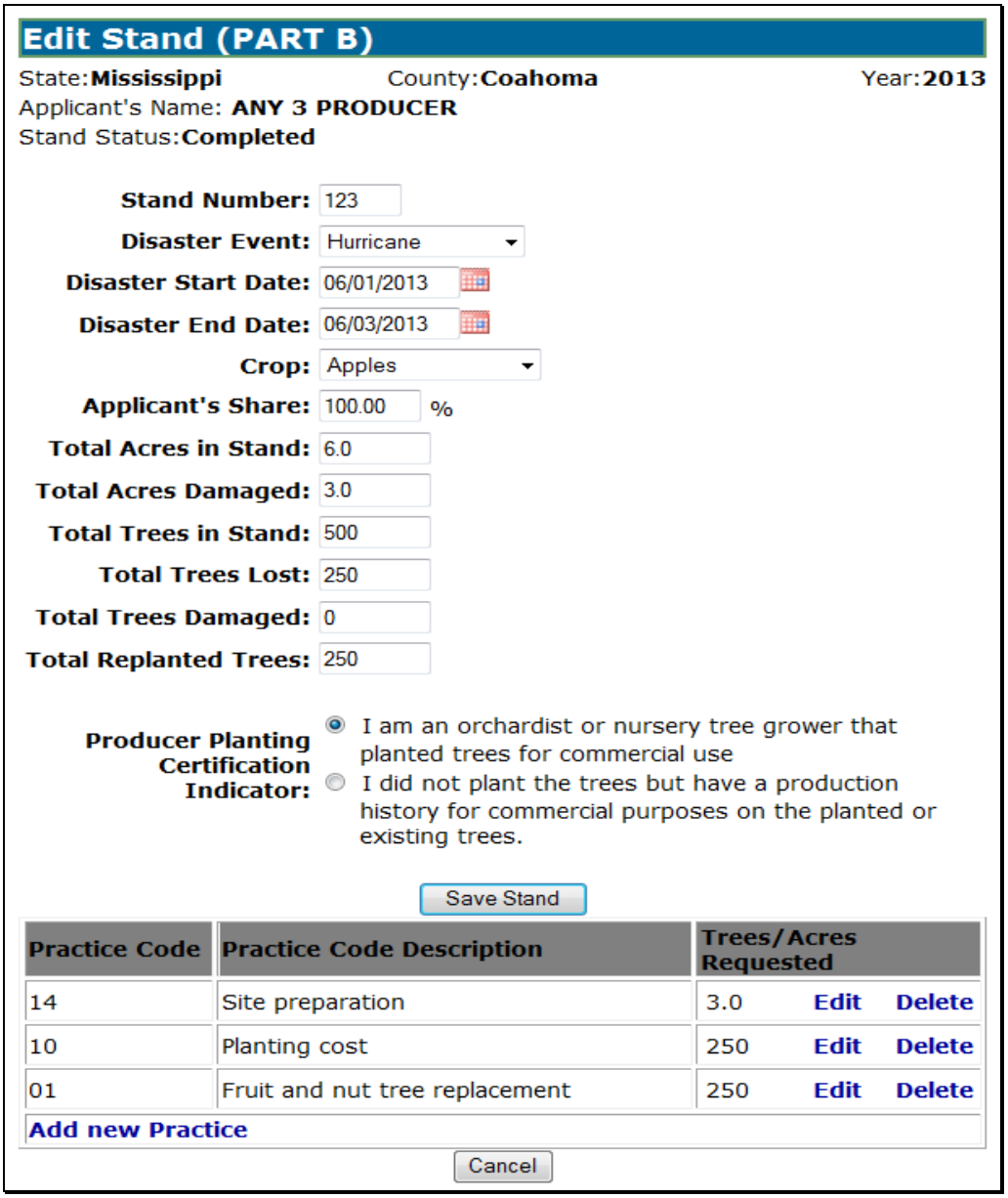
A Overview

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.



Edit Stand (PART B)

State:**Mississippi** County:**Coahoma** Year:**2013**
Applicant's Name: **ANY 3 PRODUCER**
Stand Status:**Completed**

Stand Number: 123
Disaster Event: Hurricane
Disaster Start Date: 06/01/2013
Disaster End Date: 06/03/2013
Crop: Apples
Applicant's Share: 100.00 %
Total Acres in Stand: 6.0
Total Acres Damaged: 3.0
Total Trees in Stand: 500
Total Trees Lost: 250
Total Trees Damaged: 0
Total Replanted Trees: 250

Producer Planting Certification Indicator:
- (●) 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

Practice Code	Practice Code Description	Trees/Acres Requested		
14	Site preparation	3.0	Edit	Delete
10	Planting cost	250	Edit	Delete
01	Fruit and nut tree replacement	250	Edit	Delete

Add new Practice

Cancel

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 lists • 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.

296 Editing Stands (Part B) (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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."
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 278).	
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.

Delete Stand

State:**Mississippi** County:**Coahoma** Year:**2013**
Applicant's Name: **ANY 3 PRODUCER**
Stand Status:**Completed**

Stand Number: 123
Disaster Event: Hurricane
Disaster Start Date: 06/01/2013
Disaster End Date: 06/03/2013
Crop: Apples
Applicant's Share: 100.00%
Total Acres in Stand: 6.0
Total Acres Damaged: 3.0
Total Trees in Stand: 500
Total Trees Lost: 250
Total Trees Damaged: 0
Total Replanted Trees: 250

Producer Planting Certification Indicator:
- (●) 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.

Practice Code	Practice Code Description	Trees/Acres Requested
14	Site preparation	3.0
10	Planting cost	250
01	Fruit and nut tree replacement	250

Confirm Cancel

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.

297 Deleting Stands (Continued)

C Field Descriptions (Continued)

Field/Button	Description
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.
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 list.
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

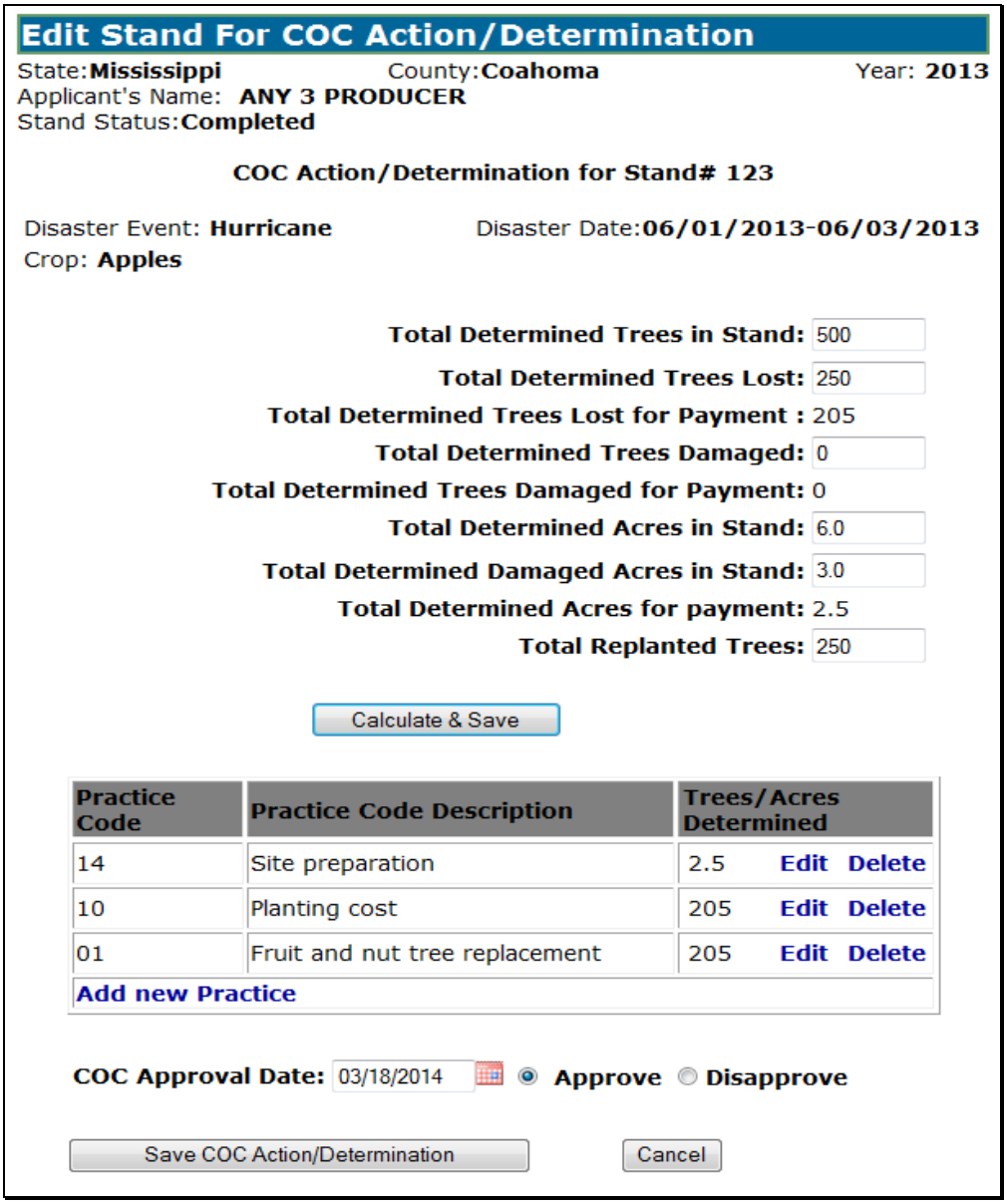
A Overview

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.



Edit Stand For COC Action/Determination

State:**Mississippi** County:**Coahoma** Year: **2013**
Applicant's Name: **ANY 3 PRODUCER**
Stand Status:**Completed**

COC Action/Determination for Stand# 123

Disaster Event: **Hurricane** Disaster Date:**06/01/2013-06/03/2013**
Crop: **Apples**

Total Determined Trees in Stand: 500
Total Determined Trees Lost: 250
Total Determined Trees Lost for Payment : 205
Total Determined Trees Damaged: 0
Total Determined Trees Damaged for Payment: 0
Total Determined Acres in Stand: 6.0
Total Determined Damaged Acres in Stand: 3.0
Total Determined Acres for payment: 2.5
Total Replanted Trees: 250

Calculate & Save

Practice Code	Practice Code Description	Trees/Acres Determined	
14	Site preparation	2.5	Edit Delete
10	Planting cost	205	Edit Delete
01	Fruit and nut tree replacement	205	Edit Delete
Add new Practice			

COC Approval Date: 03/18/2014 **Approve** **Disapprove**

Save COC Action/Determination Cancel

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.

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

<table>
<tr><th>Field/Button</th><th colspan="3">Description</th><th>Action</th></tr>
<tr><td rowspan="9">Total Determined Trees Lost for Payment</td><td colspan="3">Calculated according to the following.</td><td></td></tr>
<tr><td colspan="2">IF the loss is...</td><td>THEN...</td><td></td></tr>
<tr><td colspan="2">the first loss of the calendar year for the stand</td><td>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.</td><td></td></tr>
<tr><td colspan="2" rowspan="4">a subsequent loss for the stand</td><td>Step</td><td>Action</td><td rowspan="4"></td></tr>
<tr><td>1</td><td>Multiply:

• Total Determined Trees in Stand, times

• 15 percent.</td></tr>
<tr><td>2</td><td>Multiply:

• Total Replanted Trees from the current loss, times

• normal mortality rate.</td></tr>
<tr><td>3</td><td>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.</td></tr>
</table>

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 (Continued)	**Step**	**Action**	
		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.	
Total Determined Trees Damaged	Manual entry.			Enter number of damaged trees in the stand as determined by COC.

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

<table>
<tr><th>Field/Button</th><th colspan="3">Description</th><th>Action</th></tr>
<tr><td rowspan="6">Total Determined Trees Damaged for Payment (Continued)</td><td>IF the loss is...</td><td colspan="2">THEN...</td><td rowspan="6"></td></tr>
<tr><td>the first loss of the calendar year for the stand</td><td colspan="2">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.</td></tr>
<tr><td rowspan="4">a subsequent loss for the stand</td><td>Step</td><td>Action</td></tr>
<tr><td>1</td><td>Multiply:

• Total Determined Trees in Stand, times

• 15 percent.</td></tr>
<tr><td>2</td><td>Multiply:

• Total Replanted Trees from the current loss, times

• normal mortality rate.</td></tr>
<tr><td>3</td><td>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.</td></tr>
</table>

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description			Action
Total Determined Trees Damaged for Payment (Continued)	**IF the loss is...**	**THEN...**		
	a subsequent loss for the stand (Continued)	**Step**	**Action**	
		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)

<table>
<tr><th>Field/Button</th><th colspan="2">Description</th><th>Action</th></tr>
<tr><td>Total Determined Acres in Stand</td><td colspan="2">Manual entry.</td><td>Enter number of acres in the stand as determined by COC.</td></tr>
<tr><td>Total Determined Damaged Acres in Stand</td><td colspan="2">Manual entry.</td><td>Enter number of damaged acres in the stand as determined by COC.</td></tr>
<tr><td rowspan="4">Total Determined Acres for Payment</td><td colspan="2">Calculated according to the following</td><td rowspan="4"></td></tr>
<tr><td>Step</td><td>Action</td></tr>
<tr><td>1</td><td>Add:
• 15 percent, plus
• normal mortality rate</td></tr>
<tr><td>2</td><td>Multiply:
• Total Determined Damaged Acres in Stand, times
• step 1.</td></tr>
<tr><td></td><td>3</td><td>Subtract:
• Total Determined Damaged Acres in Stand, minus
• step 2.</td></tr>
<tr><td>Total Replanted Trees</td><td colspan="2">Manual entry.</td><td>Enter number of trees that have been replanted since the last loss on the stand.</td></tr>
</table>

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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).
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 lists.
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.	

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

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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

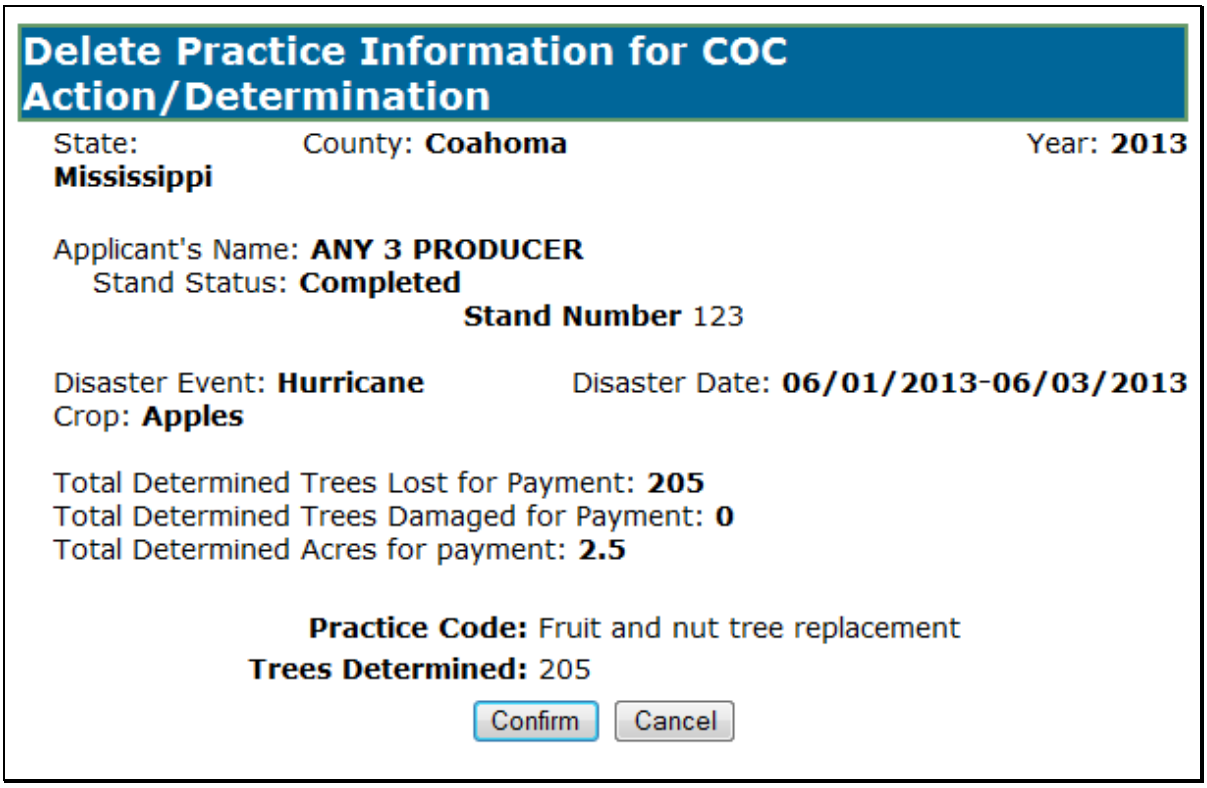
A Overview

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

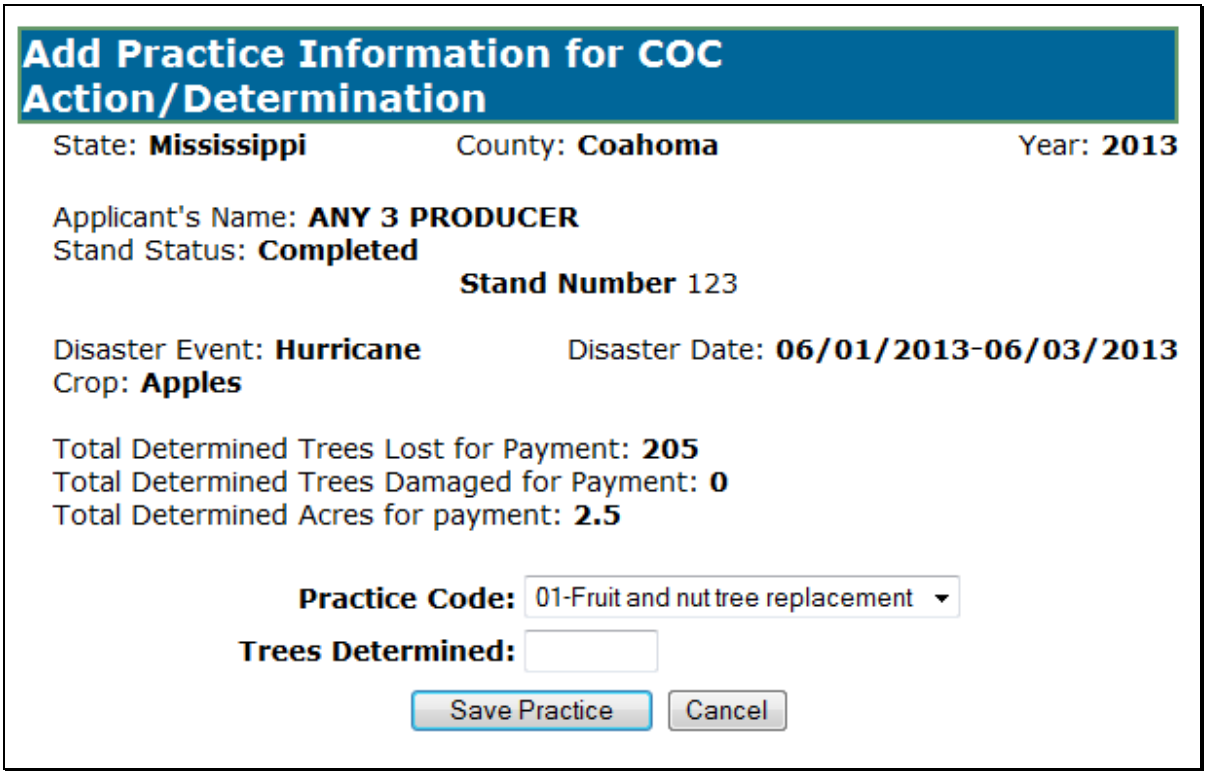
A Overview

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.	

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

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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

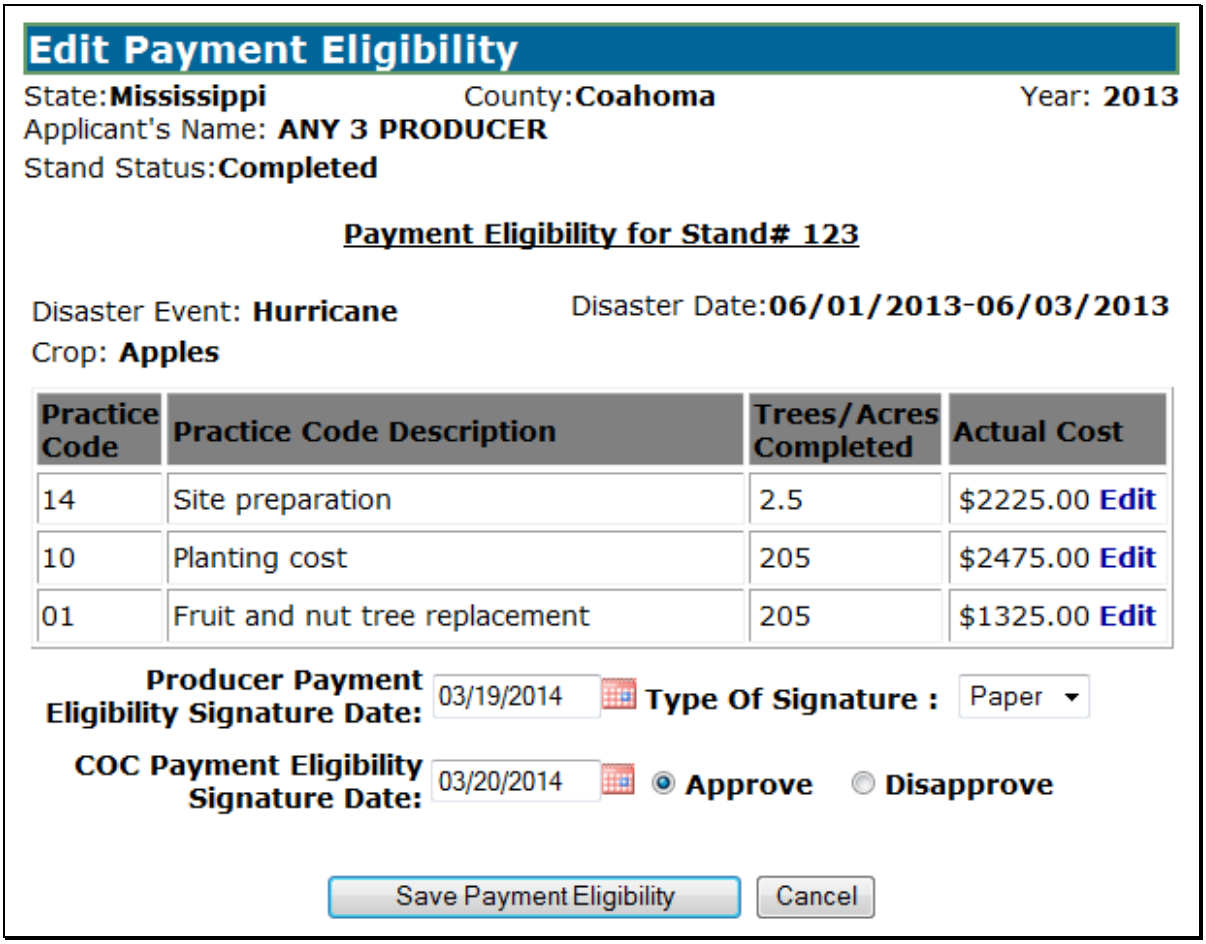
A Overview

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.



Edit Payment Eligibility

State:**Mississippi** County:**Coahoma** Year: **2013**
Applicant's Name: **ANY 3 PRODUCER**
Stand Status:**Completed**

Payment Eligibility for Stand# 123

Disaster Event: **Hurricane** Disaster Date:**06/01/2013-06/03/2013**
Crop: **Apples**

Practice Code	Practice Code Description	Trees/Acres Completed	Actual Cost
14	Site preparation	2.5	$2225.00 Edit
10	Planting cost	205	$2475.00 Edit
01	Fruit and nut tree replacement	205	$1325.00 Edit

Producer Payment Eligibility Signature Date: 03/19/2014 **Type Of Signature :** Paper

COC Payment Eligibility Signature Date: 03/20/2014 **Approve** **Disapprove**

Save Payment Eligibility Cancel

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	

326 Editing Payment Eligibility (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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).
Producer Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down lists.
Type of Signature	Manual selection of a list of applicable signature types.	Select the signature type from the drop-down list.
COC Payment Eligibility Signature Date	Manual selection.	Select the month, day, and year from the drop-down lists.
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

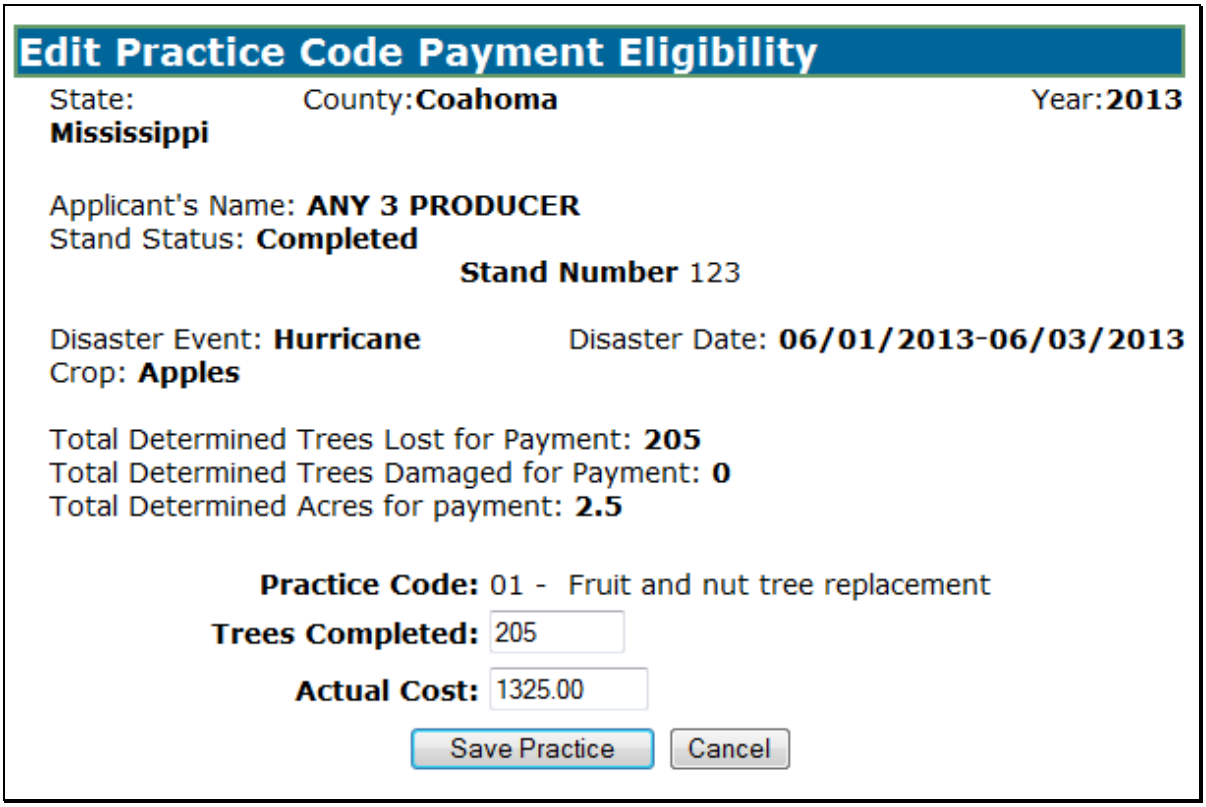
A Overview

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.	

327 Editing Practice Code Payment Eligibility (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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.
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

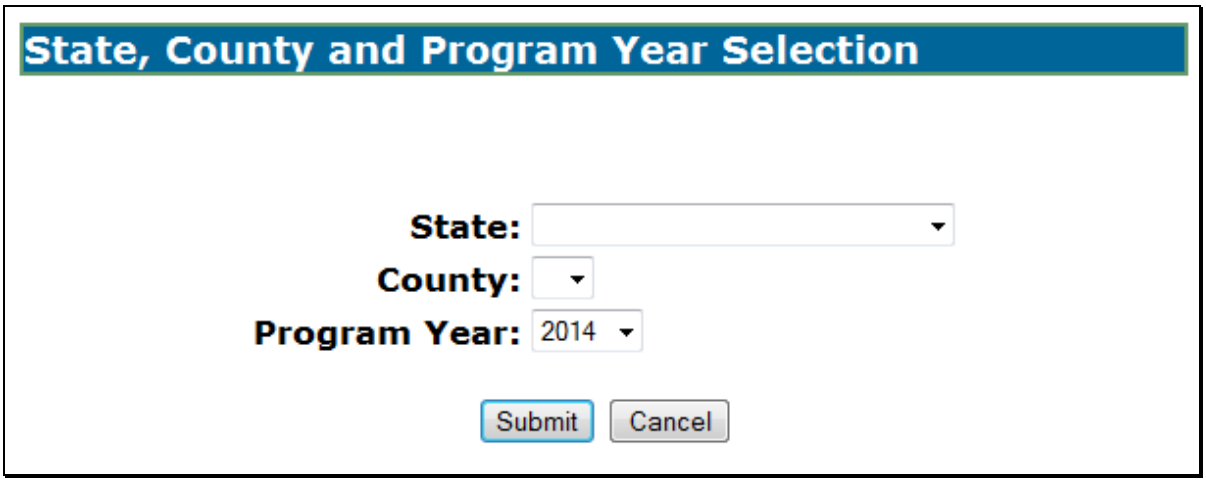
The web-based TAP software automatically allows for nationwide customer service for County Office users. County Office users will have the ability to access and load CCC-899's for any producer nationwide. This service will be extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-899's 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 CCC-899. 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 CCC-899 to the producer's home county
- mail the original signed CCC-899 to the producer's home county
- maintain a copy of the signed CCC-899.

337-345 (Reserved)

Subsection 6 Bulk Approvals

346 COC Determination Bulk Approvals

A Overview

Users can enter the same COC Determination approval/disapproval date to multiple CCC-899's in the web-based software. To access the multiple COC Determination approval process, on the left navigation menu, CLICK "**COC Determination Bulk Approval**".

Note: The COC Determination approval/disapproval date can also be entered by specific CCC-899 on the Stand Summary or 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 lists.
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.	

346 COC Determination Bulk Approvals (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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 “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 CCC-899's in the web-based software. To access the multiple payment eligibility approval process, on the left navigation menu, CLICK "**Payment Eligibility Bulk Approval**".

Note: The payment eligibility approval/disapproval date can also be entered by specific CCC-899 on the Stand Summary or 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 lists.
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 "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

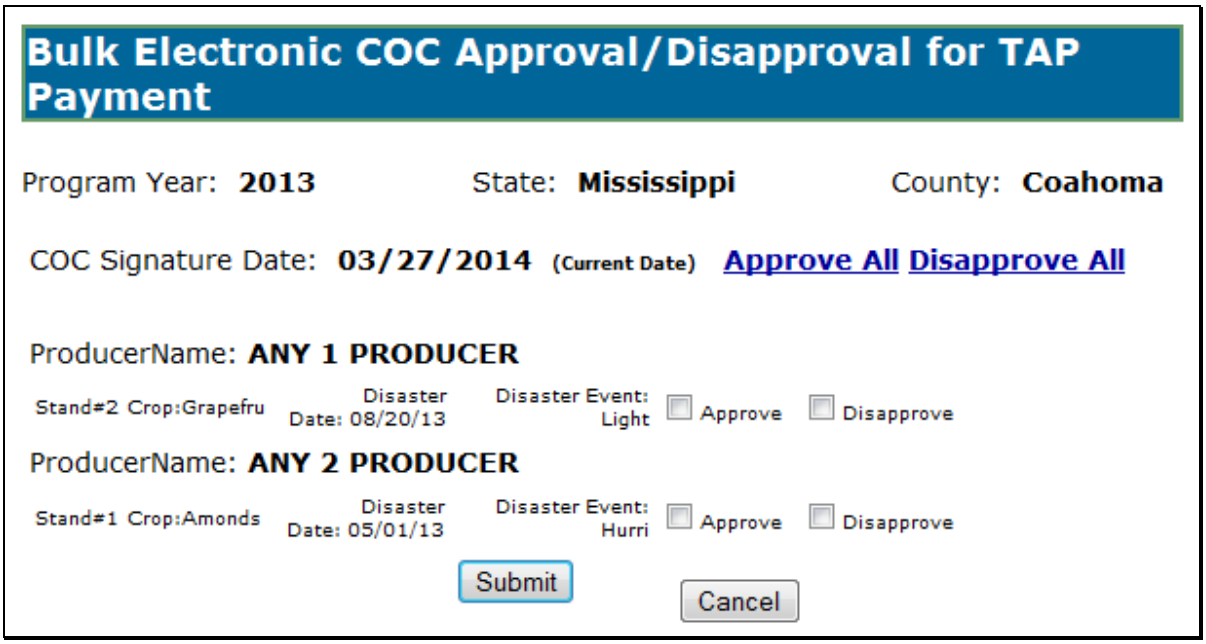
A Overview

All County Office users can access COC determination electronic approval/disapprovals; however, only employees that are designated to approve/disapprove CCC-899's will have access to electronically approve/disapprove CCC-899's.

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 "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 CCC-899's will have access to electronically approve/disapprove CCC-899's.

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 "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)

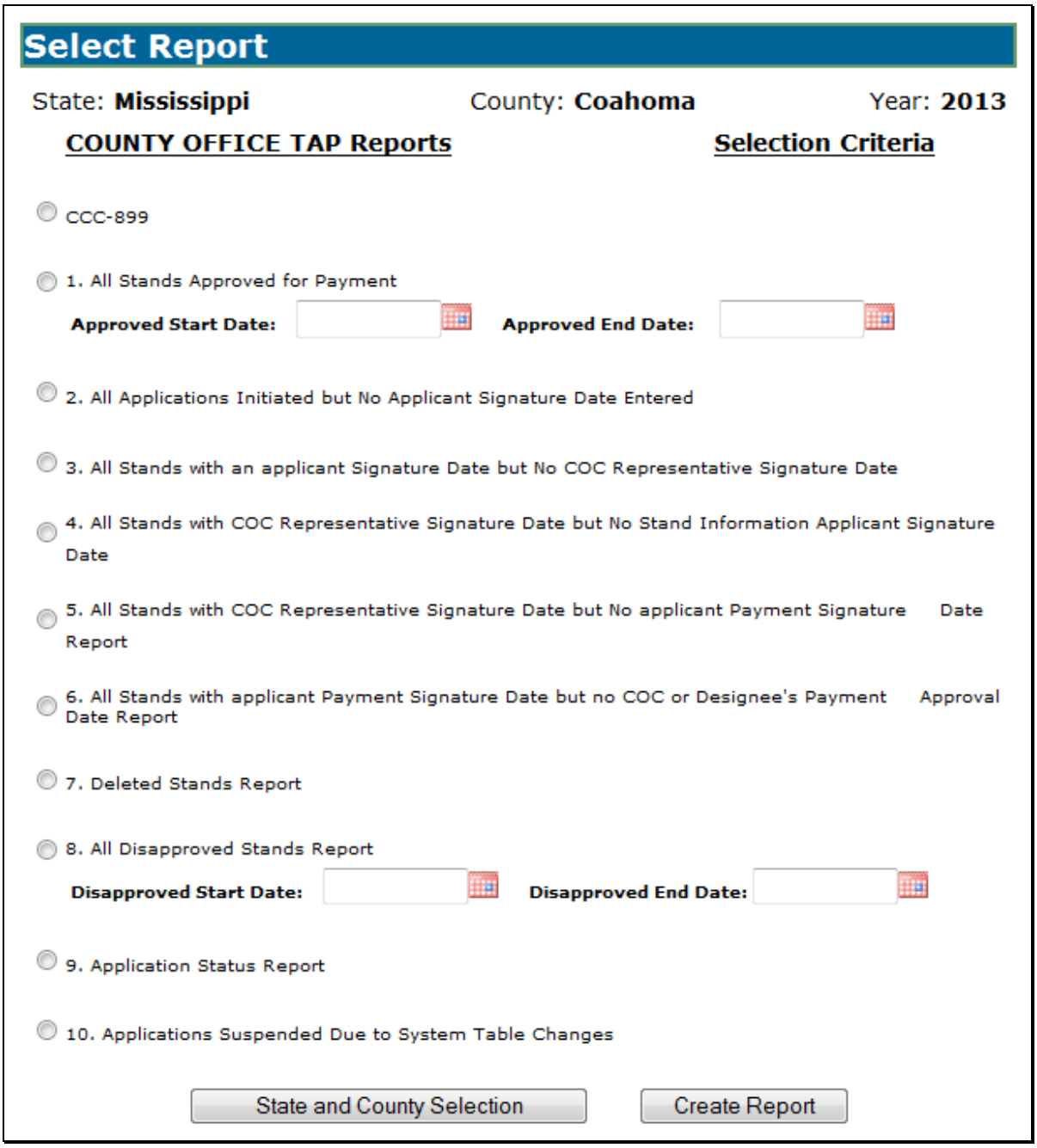
366 TAP Reports

A Overview

Several standard reports are available for County Offices to use as tools for TAP signup. To access the Select Report Screen, on the left navigation menu, CLICK "**Reports**".

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
CCC-899	Select report.	SCIMS Customer Search Screen will be displayed. After selecting the producer, the pre-filled CCC-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 CCC-899 through Nationwide Customer Service. State Office employees shall follow procedure in paragraph 336 to use the CCC-899 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
- e-mail information to Neeru Gulati at **neeru.gulati@wdc.usda.gov**

  Note: Include in the e-mail 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.

376 State Office Administrative Access to TAP Web Site (Continued)

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**".

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

D TAP Login Screen

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

376 State Office Administrative Access to TAP Web Site (Continued)

E USDA eAuthentication Login Screen

After users click "Enter TAP", the following USDA eAuthentication Login Screen will be displayed. To login do one of the following:

- Click "**Click Here to Log In With your LincPass (PIV)**"
- Enter User ID and Password and Click "Login".

377 State, County, and Program Year Selection

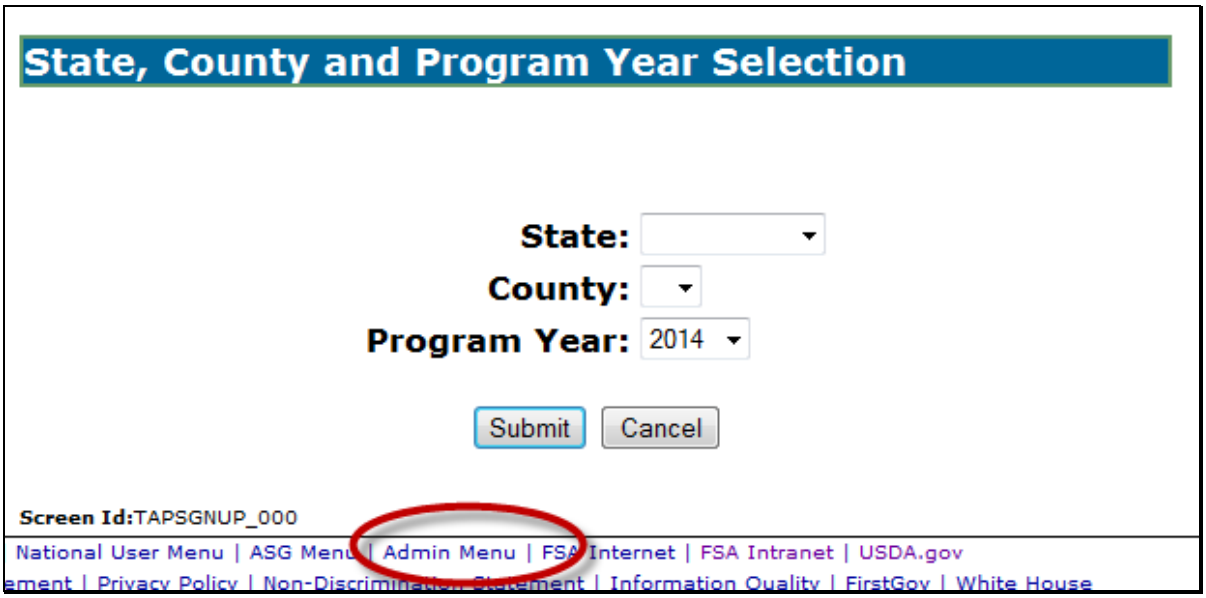
A Overview

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 State, County and Program Year Selection Screen, 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

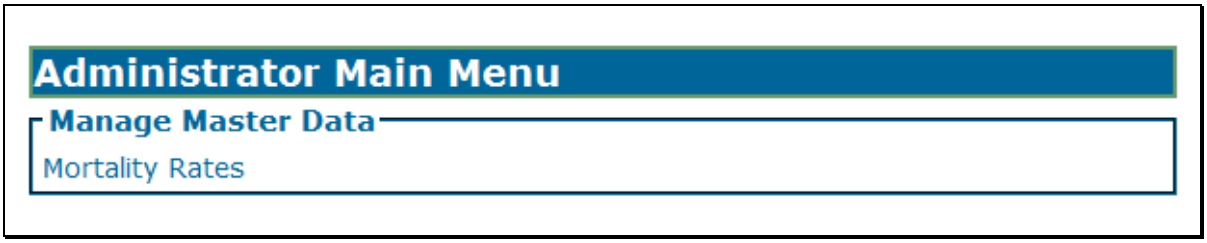
A Overview

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

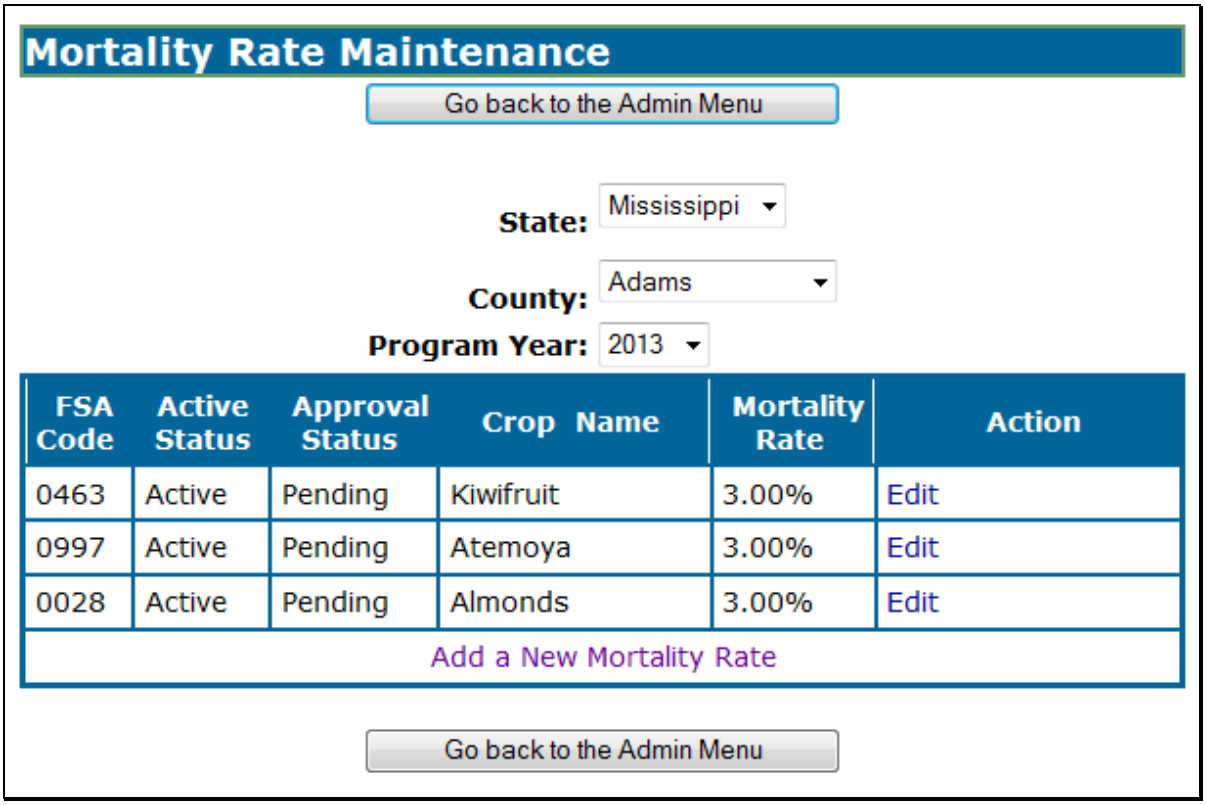
A Overview

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 380 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 381 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

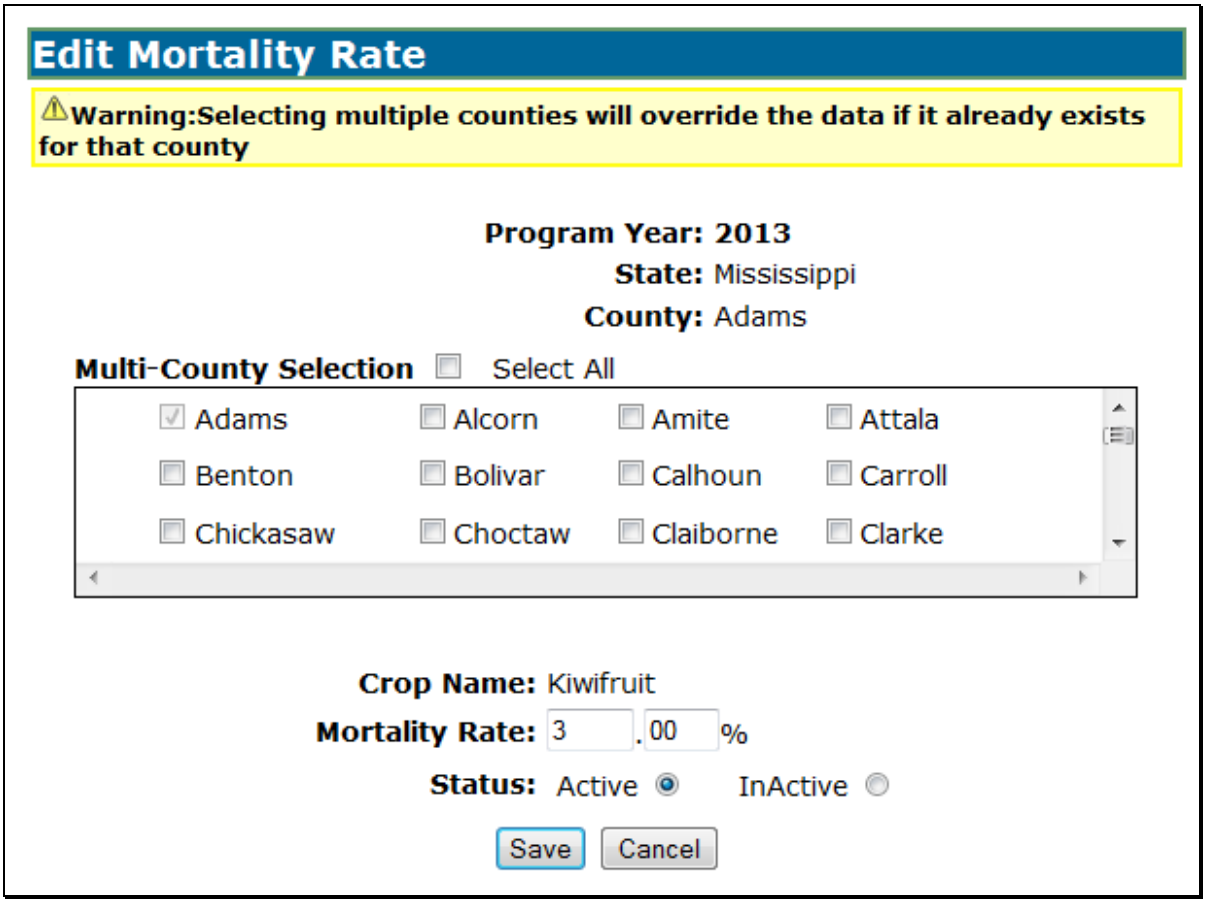
The Edit Mortality Rate Screen allows State Office users to edit existing mortality rates for a particular type of tree.

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.

Mortality Rate Maintenance

Go back to the Admin Menu

State: Mississippi

County: Adams

Program Year: 2013

FSA Code	Active Status	Approval Status	Crop Name	Mortality Rate	Action
0463	Active	Pending	Kiwifruit	3.00%	Edit Delete
	Active	Approved	Kiwifruit	4.00%	-- --
0997	Active	Approved	Atemoya	3.00%	Edit Delete
0028	Active	Approved	Almonds	3.00%	Edit Delete
Add a New Mortality Rate					

Go back to the Admin Menu

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

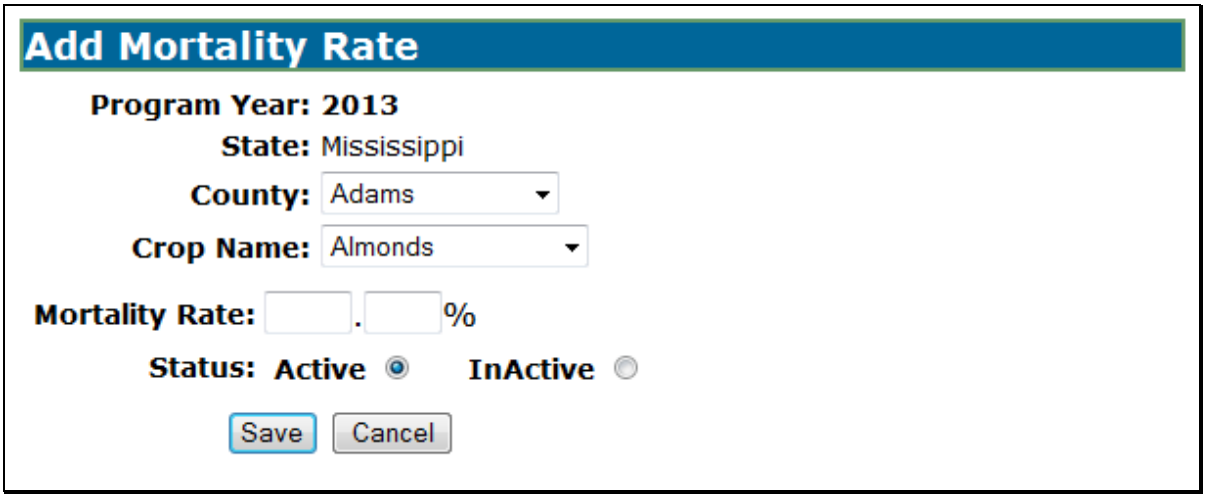
Following is an example of the Add Mortality Rate Screen.

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

Note: The "County" drop-down list 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 379 for additional information on the Mortality Rate Maintenance Screen).



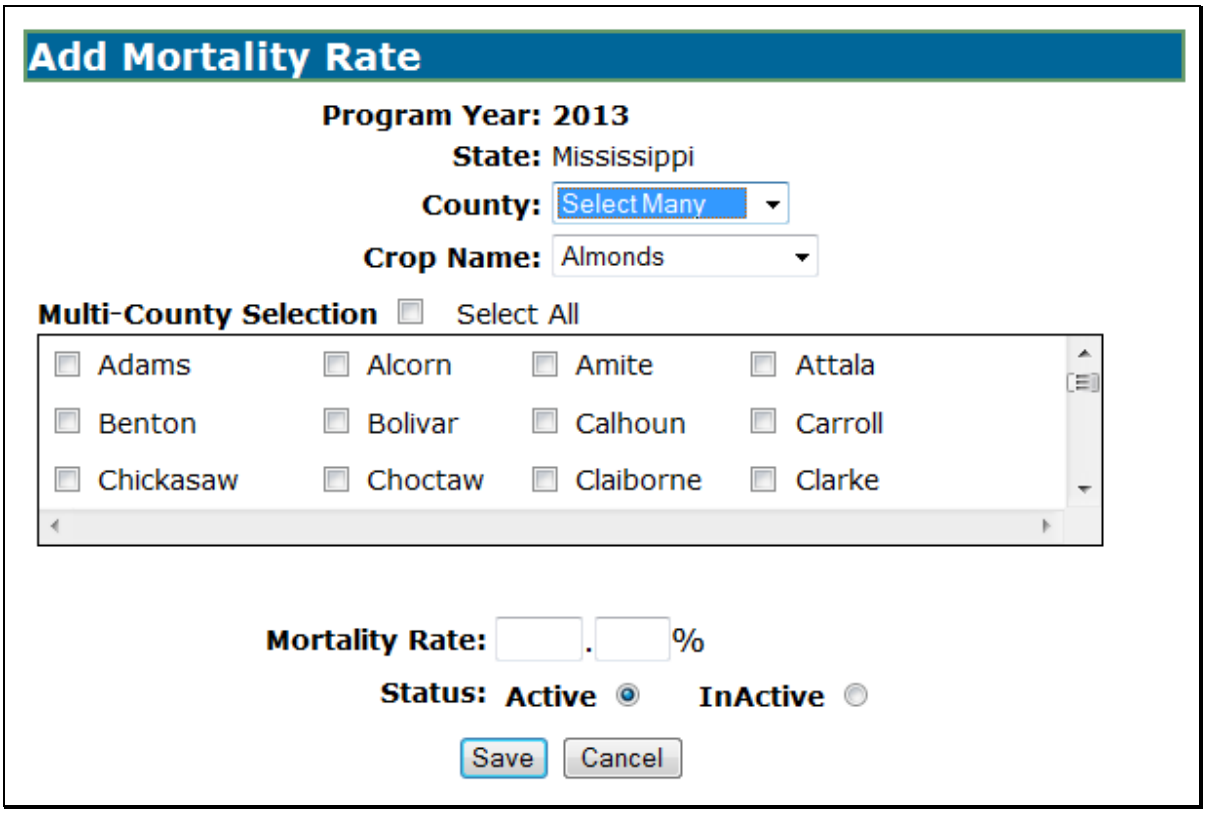
381 Adding Mortality Rates (Continued)

C Select Many

If users choose "Select Many" from the "County" drop-down list, 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 TAP Automation Payment Provisions

Section 1 Basic TAP Payment Processing

401 General Payment Provisions

A Introduction

This section contains payment provisions that apply to 2012 and future 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 CCC-899 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's TIN.

C Administrative Offset

TAP payments are subject to administrative offset provisions.

D Assignments

A producer entitled to a 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 TAP payments on all bankruptcy cases.

401 General Payment Provisions (Continued)

F Determining Payment Eligibility

The payment process reads the web-based eligibility system, for the applicable year associated with CCC-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 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:** The average AGI of an individual or legal entity cannot exceed $900,000.	Compliant - Producer	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No

401 General Payment Provisions (Continued)

F Determining Payment Eligibility (Continued)

Eligibility Determination	Value	Eligible for TAP
AGI - 2002 Farm Bill	Compliant – CCC-526	No
	Compliant – Agent	No
	Exempt	No
	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	COC Determination Completed	No
	Not Filed	No
	Awaiting Determination	No
	Awaiting Revision	No

G 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.

401 General Payment Provisions (Continued)

H Payments Less Than $1

The TAP payment processes will:

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

I Prompt Payment Due Dates

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 CCC-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.

J Payment Limitation Rules

Payment limitation is limited to $125,000 for TAP.

The $125,000 payment limitation is limited by person or legal entity and will be attributed through direct attribution. See 5-PL, paragraph 17 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 Funds Control

A eFunds Account

Funding for TAP has been established in eFunds with a national allocation that does **not** require State or county allotments.

Note: Because TAP has a national allocation, State Office specialists do **not** have to monitor or request funds for their State.

B eFunds Allotment and Access

If the national eFunds allocation is ever depleted, PECD will work with OBF to obtain additional funds, if possible. PECD will send an e-mail message to all applicable State Office specialists advising them of the situation.

If a County Office reports that producer payments are being displayed on the Insufficient Funds Report and no information has been received by PECD, State Offices shall advise PECD of the situation by contacting **all** of the following employees:

- Lisa Berry by e-mail to **lisa.berry@wdc.usda.gov**
- Alison Groenwoldt by e-mail to **alison.groenwoldt@wdc.usda.gov**
- Tina Nemec by e-mail to **tina.nemec@wdc.usda.gov**
- Lenior Simmons by e-mail to **lenior.simmons@wdc.usda.gov**.

403 Payment Processing

A Supporting Files for Integrated Payment Processing

The 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
CCC-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 are eligible for payment for the year in which CCC-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 CCC-899 is filed:
	• member contribution value
	• substantive change value
	• members and members share of the following:
	  • general partnership
	  • joint ventures
	  • entities.
		Business File System

Combined Producer Information	To: • determine whether the TAP producer or members of entities or joint operations are combined with other producers • 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

403 Payment 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 CCC-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 CCC-901 is on file for legal entities according to 5-PL.
4	For producers seeking benefits, ensure that that certification information is recorded in the web-based eligibility system and CCC-941 is on file.
5	Ensure that all eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. **Note:** See 3-PL (Rev. 1).
6	Ensure that the Business File System is updated correctly for the applicable year according to 5-PL.
7	Ensure that member contribution and substantive change values are updated according to 5-PL.
8	Ensure that combined producer files are updated correctly for the applicable year. **Note:** 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:** 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 are filed.

403 Payment Processing (Continued)

C 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 TAP Payment Calculations

An eligible CCC-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.

403 Payment 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 404.
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 403 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.

404 Issuing 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 CCC-899's that are approved for payment. This will initiate the process described in subparagraph 403 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 CCC-899's. Entering the COC approval date initiates the payment process for the selected CCC-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 9-CM, paragraph 66 for information about the Nonpayment Report.
Tertiary	The TAP payment system will periodically recalculate all payments.

405-410 (Reserved)

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 CCC-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	CCC-899 Item
Program Year	Year associated with CCC-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 CCC-899E.	
Applicant's 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
Applicant's 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 CCC-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.	

411 Information Displayed on ECPR (Continued)

B ECPR Content (Continued)

Field	Description	CCC-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 CCC-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 CCC-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.	

411 Information Displayed on ECPR (Continued)

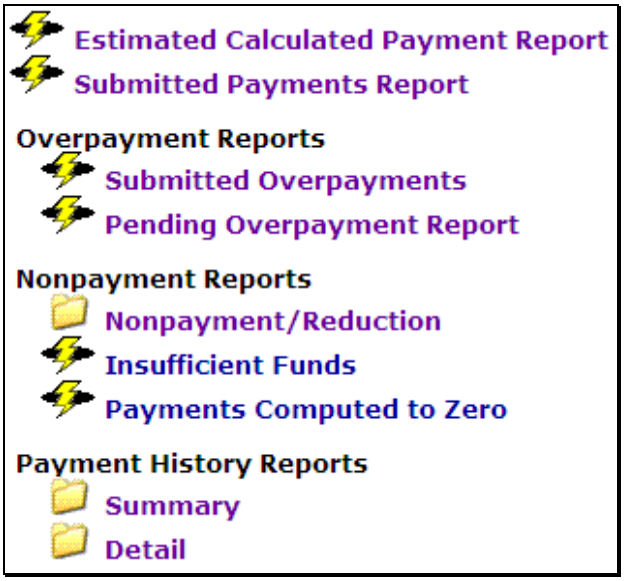
B ECPR Content (Continued)

Field	Description	CCC-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 CCC-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.	

412 TAP Payment Reports

A Overview

A Common Payment Reporting System has been developed to provide a central location for generating reports. The common reports provide a standardized set of reports that can be used to assist with payment reconciliation issues. The following common reports are available for TAP and can be accessed from the Common Payment Reporting System.



Notes: Indicates that the report's data is live.

Indicates that the reports data is from a reporting database. The last update will be displayed.

B Accessing Common Payment Reports

See 9-CM, Part 5 for instructions on accessing the Common Payment Reporting System and details about the other common payment reports.

413-424 (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 CCC-899.	The payment was issued and later something occurred that changed the amount on CCC-899.	Immediately
After producer misrepresentation is determined.	The producer received a TAP payment and the COC determines that the producer misrepresented their interest on CCC-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 CCC-899 is canceled.	CCC-899 was canceled after payments were issued to the producer.	Immediately.

432 Charging Interest

A Introduction

Program interest shall be charged on all 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 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, 401, 403
CCC-36	Assignment of Payment		403
CCC-37	Joint Payment Authorization		403
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		401
CCC-899	Tree Assistance Program Application for Trees, Bushes, and Vines	61	Text
CCC-901	Members Information 2009 and Subsequent Years		403
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		403
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

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
2002 Farm Bill	The Farm Security and Rural Investment Act of 2002 (Pub. L. 107–171)	401
2014 Farm Bill	Agricultural Act of 2014 (Pub. L. 113-79)	1, 2, 121
ECPR	Estimated Calculated Payment Report	411
HTML	hyper-text markup language	271,376

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 CCC-899's.	5, 61

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 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.

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.

Definitions of Terms Used in This Handbook (Continued)

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.

Mortality

Mortality means tree, bush, or vines that died and/or were damaged during a specific growing period, because of natural disaster.

Natural Disaster

Natural disaster means:

- drought
- excessive rain and wind damage
- earthquake
- fire

*** * ***

- flood
- freeze

Definitions of Terms Used in This Handbook (Continued)

Natural Disaster (Continued)

- hail
- high winds
- hurricane
- insect infestation
- lightning
- plant disease
- straight line winds
- tornado
- vog (volcanic emissions)
- other occurrences, as determined by the Secretary.

Note: STC's and State Offices are responsible for determining what constitutes plant disease and insect infestation. Information from a qualified expert may be requested from an applicant to help COC or STC determine cause and extent of loss regardless of whether an expert provides information, the decision about what constitutes a legitimate natural disaster is always FSA's.

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.

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

Ornamental 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.

Definitions of Terms Used in This Handbook (Continued)

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.

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.

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	Bulk Electronic Payment Eligibility Approval/Disapproval Screen	357
	Bulk Payment Eligibility Approval/Disapproval Screen	347
	Delete Application Screen	288
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	Delete Practice Information Screen	299
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