

# Tree Assistance Program

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# For State and County Offices

SHORT REFERENCE

1-TAP (Revision 4)

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

#### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Tree Assistance Program	
1-TAP (Revision 4)	Amendment 16

Approved by: Acting Deputy Administrator, Farm Programs

W. Joseph Manlow

#### **Amendment Transmittal**

#### A Reasons for Amendment

Paragraph 33 has been added to include instructions on submitting documents and requests to the National Office.

Subparagraph 61 A has been amended to instruct County Offices:

- that CCC-899's **must** be loaded in the TAP software before the current year rollover of Farm Records
- **not** to accept manual CCC-899's, load CCC-899's into the automated software or approve any CCC-899's after funding has been depleted until notification from the National Office that funding is in place.

Subparagraph 61 C has been amended to correct a paragraph reference.

Subparagraph 61.5 A has been amended to instruct County Offices that:

- producers must annually file CCC-899, **Parts A through D only**, to report the number of trees lost even though they may not file for assistance until a subsequent year in the loss period
- the COC **must not** act on Part E of the CCC-899 until the producer requests to file one CCC-899 capturing all losses in the approved loss period.

	Page Control Chart	
TC	Text	Exhibit
1, 2	2-3	1, pages 1, 2
	2-4 (add)	
	2-5, 2-6 (add)	
	3-1 through 3-6	
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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 management	32-AS Supplement.
signatures, power of attorney, name and address, controlled	1-CM.
substance, deceased individuals, or closed estates	
digital photography	8-CM.
Common Payment System	9-CM.
Farm Records	10-CM
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through 2020 program years)	
AGI/payment limitation/direct attribution (applicable to 2021 and	6-PL.
subsequent program years)*	
loss adjuster management	2-NAP.

### 2 Authority

#### **A Statutory Authority**

\*--The Agricultural Act of 2014 (Pub. L. 113-79), as amended by the Agriculture Improvement Act of 2018 (Pub. L. 115-334), provides the authority to implement TAP.

#### **B** Regulatory Authority

Regulations governing general provisions for supplemental agricultural disaster programs, including TAP, are at 7 CFR Part 1416, Subpart A. Regulations for TAP are at 7 CFR Part 1416, Subpart E. Regulations governing environmental compliance are at 7 CFR Part 799, and 40 CFR 1500-1508, National Environmental Policy Act (NEPA).--\*

#### **C** Regulatory Reference

The following table provides the regulatory references for TAP.

General Eligibility Provision	Regulatory Reference
Applicability and general statement	7 CFR 1416.1 and .400
Administration	7 CFR 1416.2 and .401
Eligible producers on a farm	7 CFR 1416.3
Equitable relief	7 CFR 1416.5
Payment limitation	7 CFR 1416.6
Misrepresentation	7 CFR 1416.7
Appeals	7 CFR 1416.8
Offsets, assignments, and debt settlement	7 CFR 1416.9
Records and inspections	7 CFR 1416.10
Refunds, joint and several liability	7 CFR 1416.11
Minors	7 CFR 1416.12
Deceased individuals or dissolved entities	7 CFR 1416.13
Miscellaneous	7 CFR 1416.14
Definitions	7 CFR 1416.402
Eligible Losses	7 CFR 1416.403
Eligible orchardists and nursery tree growers	7 CFR 1416.404
Application	7 CFR 1416.405
Payment calculation	7 CFR 1416.406
Obligations of participant	7 CFR 1416.407

### **D** Funding Authority

TAP is administered by FSA using funds from CCC.

### **3** Internal Operating Guidelines

#### **A** Limitations

\*--To the extent that more than 1 particular handbook provision appears to apply, the provision that is the most restrictive on benefits or eligibility applies.

This handbook is FSA's internal operating guideline 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. The Deputy Administrator is authorized to make determinations when there are questions about TAP regulations. Therefore, for issues or situations not specifically addressed by regulation, this handbook can reflect the Deputy Administrator's general applicable policy decision on those issues.

#### **B** Modifying Provisions

Provisions in this handbook must **not** be revised without prior written 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 must **not** be created.--\*

### \*--4 Publicizing TAP

#### **A** General Information

FSA will publicize details on TAP.

#### **B** Publicizing Program Information or Details

FSA will assist persons by providing TAP information in a variety of ways. However, because of limits on FSA resources, publication may or may **not** be by direct mail or on an individual basis. FSA meets its publication responsibilities by making broad program announcements in the press, print, and electronic media, FR documents, radio and television announcements, and through posting program information in USDA Service Centers.

The reality of limited resources has increased the participant's responsibility for being aware of program provisions. FSA **cannot** be responsible for reaching out to every potential program participant with all program information. Participants **must** seek information on program details and **not** wait for FSA to individually write or communicate with them about program provisions.

As resources permit, COC will ensure that TAP provisions are publicized and maintain a record of any and all publicity efforts, including postings in Service Centers.--\*

### 5 Responsibilities

## A STC Responsibilities

STC's will:

- 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.

#### **B** SED Responsibilities

SED's will:

- ensure that County Offices follow TAP provisions
- •\*--be responsible for all environmental compliance within their State according to 1-EQ, paragraph 4, and subsequent revisions

**Note:** This authority is not delegable.

 nominate SEC'S to ensure adequate training is provided for environmental compliance and documentation is completed consistent with the requirements of 7 CFR 799 and 1-EQ and subsequent revisions

**Note:** There are no waivers or provisions for failure to complete environmental reviews for NEPA compliance.--\*

#### 5 Responsibilities (Continued)

#### **B** SED Responsibilities (Continued)

- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure 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 County Offices publicize TAP provisions
- immediately notify the National Office of software problems, incomplete or incorrect procedures, and specific problems or findings
- ensure training is provided to FSA-certified LA's
- follow 2-NAP to obtain the services of certified LA's.

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

#### C DD Responsibilities

DD's will:

- ensure that COC's and CED's properly carryout TAP provisions
- 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 County Offices publicize TAP provisions.

#### 5 Responsibilities (Continued)

#### D COC Responsibilities

COC's will:

- follow this handbook and regulations to properly administer TAP
- ensure CCC-899's are accepted from all interested producers and processed according to this handbook
- •\*--ensure the appropriate level of environmental review has been completed before implementing any part of the FSA-funded action

**Note:** COC's are not authorized to complete or sign FSA-850 on behalf of FSA.

**Important:** COC's will not play a role in the environmental compliance process.--\*

• act on all submitted and completed CCC-899's

**Important:** COC may delegate authority to CED to approve routine cases.

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

#### 5 Responsibilities (Continued)

## **E** CED Responsibilities

CED's will:

- follow this handbook and regulations to properly administer TAP
- ensure County Office employees are trained in and follow TAP provisions
- ensure certified FSA LA visits are completed in a timely manner
- act on completed and routine CCC-899's for TAP, if delegated
- •\*--be responsible for demonstrating to SED that environmental compliance has been completed consistent with 7 CFR 799 and 1-EQ and subsequent revisions--\*
- handle appeals according to 1-APP and 7 CFR Parts 11 and 780
- ensure modifications to data by an applicant are accompanied by applicant initials and dates
- ensure 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 general provisions and other important items are publicized according to paragraph 4.

#### F PT Responsibilities

PT's will:

- follow all TAP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure 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 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 in a calendar year (or loss period in a case of plant disease) because of natural disaster 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 grower of the annual crop produced from the trees, bushes, or vines with a claim to ownership share in the annual crop, **must** have trees bushes and vines that were 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** Eligible 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 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 is no longer commercially viable, 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.

#### 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 is 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 Cumulative Time Periods for Mortality for Plant Disease

For cumulative 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 plant disease confirmation in the automated system, and forward a copy to CCC representative to complete CCC-899, --\* Part D when producer reports total mortality in subsequent years.

#### \*--32 Equitable Relief [7 CFR Part 1416.5]

#### A Equitable Relief Requests

Equitable relief provisions will not be used to obtain a different program result, payment, or benefit not otherwise available to a participant who satisfied all eligibility and compliance provisions.

**Example:** TAP requires a 15 percent mortality loss (after normal mortality) to be eligible for assistance. Relief provisions cannot be used to extend TAP when the minimum mortality loss has not occurred.

#### **B** COC Action

COC will:

- review each equitable relief request (programmatic, failure to fully comply, or misinformation/misaction) and in cases where COC determines relief is warranted, document the justification for recommending equitable relief to STC
- follow 7-CP for processing relief requests.

#### C STC Action

STC's will:

- review each request for equitable relief and in cases where STC determines relief is warranted, document the justification for recommending equitable relief to DAFP
- follow 7-CP for processing relief requests.--\*

#### \*--33 Submitting Documents and Requests to the National Office

#### A Overview

Where this handbook provides that a request or documentation be sent to SND or any section of SND, State Offices will submit the file electronically according to this paragraph.

**Note:** Requests for equitable relief or application of the finality rule for TAP participants are **not** subject to this paragraph and **must** be submitted according to 7-CP, paragraph 4.

Responses to items sent electronically may be made electronically, by hard copy, or both.

#### **B** Electronically Submitting Requests

Requests and documents addressed in this handbook must be submitted by internal FSA e-mail from State Offices to <u>RA.FSA.DCWA2.DAFP@usda.gov</u>, according to the format in subparagraph C.

Requests and documents submitted according to this paragraph must be sent by e-mail with a PDF attachment. Include a POC in the text of the e-mail, but nothing else of substance. Follow subparagraph C about the need for encryption. For questions about the password or submitting requests, e-mail <a href="RA.FSA.DCWA2.DAFP@usda.gov.--\*">RA.FSA.DCWA2.DAFP@usda.gov.--\*</a>

### \*--33 Submitting Documents and Requests to the National Office (Continued)

## C Format for Subject Line of E-Mails and Required Attachments

The e-mail subject line **must** be formatted as follows:

- State abbreviation (for example, NY for New York)
- producer name
- county (for example, Clinton County)
- type of request (that is, EXT TAP Practices)
- date of request (for example, 5-10-22 for May 10, 2022).

**Example:** An example e-mail subject line from New York State, in Clinton County, for Roger Miller, for a TAP practice extension would be, "NY - Roger Miller - Clinton County – EXT 2020 TAP Practices - 5-10-22."

Attachments containing PII **must** be in PDF and encrypted with a password provided to the field under separate cover. The following **must** be included in the attachments:

- written narrative explaining what is at issue and what is being sought
- **all** documents required by this handbook or other FSA directive (for example, CCC-899, FSA-578, and any other program documents, as applicable)
- COC or STC concurrence or approval, as applicable
- other information that may help in processing the request
- POC for questions about the request.--\*

### \*--33 Submitting Documents and Requests to the National Office (Continued)

#### **D** Addresses and Phone Number

If sending requests or documents electronically according to subparagraph B is **not** feasible, mail documentation to SND, PPB, DAS by one of the following:

• FedEx or overnight mail:

USDA, FSA, DAFP, SND, PPB SOUTH BLDG, ROOM 4758 SOUTH 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0002 Telephone: 202-720-7641

• other mail:

USDA, FSA, DAFP, PECD, PPB 1400 INDEPENDENCE AVE SW STOP 0517 WASHINGTON DC 20250-0517.

**Note:** Do not send fax messages. They will **not** be acknowledged.

**34-60** (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, an applicant **must** file an automated CCC-899 (paragraph 286) in the administrative County Office that maintains the farm records for the agricultural operation by crop type, stand, and producer share.

**Note:** See subparagraph 61.5 A on filing CCC-899 for losses because of plant disease.

Applicants who suffered eligible tree, bush, and vine losses after January 1, 2017, 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.

\*--Important: All CCC-899's must be loaded in the TAP automated software **before** the current year rollover of Farm Records.--\*

**Note:** The program year is based on the calendar year in which the natural disaster event occurred.

**Example:** On April 20, 2021, applicant reports the loss of fruit trees due to a freeze event that occurred in December of 2020. Applicants must provide an application to FSA within 90 calendar days of each disaster event or date when the loss of trees, bushes, or vines is apparent. Although the damage was not apparent until April of 2021, in this example the disaster event, freeze, occurred in December of 2020.

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

Applicants must certify that the losses were the direct result of an eligible natural disaster. If requested by COC, applicants must also provide adequate proof to support their certification.

**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.

#### A Filing CCC-899's (Continued)

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.
- \*--TAP funds are obligated when CCC-899 Part B, Applicants Stand Information, is entered into the automated system. CCC cannot incur obligations without TAP apportionment funding in place. When County Offices receive notification from the National Office that the TAP apportionment funding has been depleted, and that the TAP application software is being shut down, County Offices must not:
  - accept manual CCC-899's
  - enter CCC-899's into the automated system
  - approve any CCC-899's until notified that funding is available.

County Offices will be notified by the National Office when the funding and application software is available.--\*

## **B** Filling CCC-899 Examples

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.

## **B** Filing CCC-899 Examples (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.

#### C Completing CCC-899's

An acreage report must first be filed according to 2-CP before completing CCC-899. 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 will then approve or disapprove the information--\* entered in Part D, by signing Part E

**Note:** COC or designated representative **cannot** approve and sign CCC-899, Part E, before the appropriate level of environmental compliance has been successfully \*--completed by appropriate signatories according to 1-TAP, paragraph 125, and--\* subsequent revisions.

• 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

**Note:** If applicant chooses to replant different eligible trees, bushes, or vines than those initially lost, Part F must reflect the new crop, applicable practice codes, trees, acres, completed, and actual cost.

• COC or designated representative shall then approve or disapprove CCC-899, and sign Part G.

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

## D 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, or is a producer of an annual crop from the tree, bush, or vine
  - all information on CCC-899 and all supporting documents provided is true and correct
  - 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.

#### **E** Signature Requirements

Follow 1-CM for signature requirements.

#### F Deleting CCC-899's

County Offices must not delete or remove from FSA records, copies of any signed CCC-899.

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

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

See paragraph 92 for succession-in-interest provisions.

### G Acting on CCC-899's

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

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

STC's must review all CCC-899's approved or disapproved for State Office employees, COC members, CED's, County Office employees, and their spouses.

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 mortality loss in excess of 15 percent after adjustment for normal mortality
- applicant is considered an eligible owner according to paragraph 91

#### G Acting on CCC-899's (Continued)

- loss occurred because of an eligible natural disaster as defined in Exhibit 2
- FSA has made a decision about the number of acres and trees destroyed and damaged
- 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 inadequate or **not** accurate or justifiably reasonable, the following actions will 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.

#### **H** Late-Filed Provisions

The COC and STC do not have authority to approve programmatic relief for late-filed CCC-899's. However, a late-filed CCC-899 will be reviewed according to the following table:

Note: Neither COC nor STC are under any obligation to recommend relief. COC is not required to submit cases to STC that COC believes do not warrant relief, nor is STC required to submit cases to DAFP that STC believes do not warrant relief. If relief is not recommended by either COC or STC, the late-filed application will be disapproved and the County Office will notify the participant in writing of the decision on the participant's request for late-filed CCC-899. If CCC-899 is disapproved, not the participant, with appropriate appeal rights according to 1-APP (based on the reviewing authority's decision that the CCC-899 was late and that relief was not appropriate). Cases do not have to be submitted to STC or DAFP for disapproval of relief.

If CCC-899 is submitted	THEN do the following
after the deadline, but it is not accompanied by a written request of the participant for late-filing	County Office will issue a letter to the participant explaining that FSA cannot process CCC-899 because it was filed after the deadline. The letter must advise the participant that the participant may, within 30 calendar days of the receipt of the letter, file a written appeal to COC.
after the application deadline and is either accompanied by a written request for late-filing or the participant has filed a timely appeal of the county FSA office's notification that the application cannot be processed.	COC will review and make a determination of whether relief is appropriate and, if so, forward a recommendation to STC for final action. STC will review the participant's request and COC recommendation.  Note: If the matter comes to COC by appeal, follow 1-APP for acknowledging and scheduling an appeal.
	Neither COC nor STC are under any obligation to recommend relief. COC or STC can disapprove CCC-899 and choose not to forward a recommendation for relief of approval of the late-filed CCC-899 to DAFP. If relief is recommended, STC will forward an appropriate recommendation to DAFP.
	<ul><li>DAFP may:</li><li>grant relief to approve the late-filed CCC-899</li></ul>
	<b>Note:</b> The FSA representative will sign and date CCC-899 with the effective DAFP decision date.
	<ul> <li>deny relief and disapprove the CCC-899.</li> <li>Note: State Offices will advise COC to notify the</li> </ul>
	participant in writing that relief has been disapproved by DAFP. The letter must include appropriate appeal rights according to 1-APP.

## I Example of CCC-899

Following is an example of CCC-899.

(04-15-14) C	EPARTMENT OF AGRICULTURE	1		County FSA Name and Ad	dress (Include	Zip Code)
•	Commodity Credit Corporation			lier County FSA 4 Hancock Bridge E	arkwav	
TREE ASSISTA	ANCE PROGRAM APPLICA	TION FOR	Ft.	Myers, FL 33903-	7094	
	ES, BUSHES, AND VINES			County FSA Office Telepho (Include Area Code)	one Number	1C. Program Year
				222-333-4444		
form is 7 CFR Part 14 used to determine elig agencies, Tribal agen Routine Uses identifie failure to furnish the re	ant is made in accordance with the Priva- 16, the Commodity Credit Corporation ( pibility for tree assistance program bene- cies, and nongovernmental entities that di in the System of Records Notice for U equested information will result in a dete- ction is exempted from the Paperwork R	Pharter Act (15 U.S.C. 71 Fits. The information coll have been authorized act SDA/FSA-2, Farm Reco rmination of ineligibility fo	4 et seq.), ected on the cess to the ds File (A or tree ass	and the Agricultural Act of 20 his form may be disclosed to o e information by statute or reg utomated). Providing the requ istance program benefits.	14 (Pub. L. 113 ther Federal, Si ulation and/or a lested informati	1-79). The information will be tate, Local government is described in applicable ion is voluntary. However,
The provisions of crim COUNTY FSA OFFIC	ninal and civil fraud, privacy, and other st E.	tatutes may be applicable	to the inf	formation provided. RETURN	THIS COMPLI	ETED FORM TO YOUR
PART A - APPLICANT IN 2A. Applicant's Name	FORMATION	2D A==	innutin A	delegacy (for traffic a 7th Control		
Robert Sams		42 Orc		ddress (Including Zip Code) Drive		
		Ft. My	ers, E	FL 33903		
PART B - APPLICANT'S	STAND INFORMATION					
	ursery tree grower that planted tree				4. Disast	
<u> </u>	but have a production history for co		· .			
5. Disaster Date 05-03-2013	6. Crop Name 0023 - Oranges	7. Stand Nun 246	nber	8. Applicant's Share		Acres in Stand
	_			100 %		
10. Total Acres Damaged	11. Total Trees in Stand 500	12. Total Trees 250	_ost	13. Total Trees Damaged	14. Total	Replanted Trees 250
	15. Practice Code			16. Trees/Acr	es Requested	I
	ee replacement per tree					
10 - planting cost p	per eligible tree	250	1			
PART C - APPLICANT CE Payments under the Tree Ass grown for the commercial pr	ERTIFICATION STATEMENT sistance Program will be made to e oduction of an annual crop and when the state of th	eligible orchardists ar	cres d nurser	to natural disaster, advers	e weather, or	other environmental
Payments under the Tree Ass grown for the commercial precondition. Each producer multiple and the Assessment of the Asse	ERTIFICATION STATEMENT sistance Program will be made to a oduction of an annual crop and what complete and file Form CCC-8 my documentation required to determine the determine the determine the determine the determine the determined acknowledges the applicant is sort completing this form; planting, rehabilitation, and other significant the disaster date listed in Item 5. (a) 65 per low 50 percent of the producer's as (a) 65 per low 50 percent of the producer's as (c); or (b) the maximum eligible ambication may be disapproved if infection of false or erroneous informat.	eligible orchardists are suffered eligible to re- suffered eligible to re- rmine eligibility that icant fails to provide a presence, to enter u- ubject to, all the regular propriate program- antative is true and cor- recent of the producer extual cost of rehabilit iount established for- ormation or evidence ion could apply, inclu- Title/Relationship of	d nurser, sees due eccive proverifies a any info pon, insplations g related a rect.  s actual ation, in he pract providecating but the Indiv	to natural disaster, adversogram benefits. By signir and supports all information requested by FSA sect and verify all acres and coverning the program and ctivities within 12 months cost of replanting, in exceedance by the Deputy Adminities its false or in error, and the tool limited to those provi	e weather, or g this applier or g this applier on provided, i ; d crops in wl understands from the date ss of 15 percege or mortalistrator, at civil or crided for in 18	other environmental ation, applicant: neluding the nich the applicant that instructions and e of application ent mortality (adjusted try (adjusted for normal minal penalties U.S.C. 1001. C. Date (MM-DD-YYYY)
PART C - APPLICANT CI Payments under the Tree Ass grown for the commercial pr condition. Each producer mu  1. Agrees to provide FSA at applicant's certification; 2. Understands the applicati 3. Authorizes FSA, at any ti has an interest; 4. Agrees to comply with, at assistance are available fo 5. Agrees to complete all rej approval.  I certify that: 1. The above information pr 2. The losses occurred durin I fetermined eligible, I w for normal mortality, and tree damage and mortality 4. I understand that this appl associated with the provis	ERTIFICATION STATEMENT sistance Program will be made to a oduction of an annual crop and what complete and file Form CCC-8 may documentation required to determine the determine of the application of the applicant of the applica	eligible orchardists are osuffered eligible to re- remine eligibility that icant fails to provide s presence, to enter u ubject to, all the regular propriate programmatative is true and concreent of the producer ctual cost of rehabilitiount established for romation or evidence ion could apply, incit	d nurser, sses due ceive proverifies a any info pon, insplations g related a rect.  Is actual ation, in the pract providece dding but the Indivacity	to natural disaster, adversogram benefits. By signir and supports all information requested by FSA sect and verify all acres and coverning the program and ctivities within 12 months cost of replanting, in exceedance by the Deputy Adminities its false or in error, and the tool limited to those provi	e weather, or g this applier or g this applier on provided, i ; d crops in wl understands from the date ss of 15 percege or mortalistrator, at civil or crided for in 18	other environmental ation, applicant: ncluding the nich the applicant that instructions and e of application ent mortality (adjusted ty (adjusted for normal minal penalties U.S.C. 1001.
PART C - APPLICANT CI Payments under the Tree Ass grown for the commercial pr condition. Each producer mu  1. Agrees to provide FSA ar applicant's certification; 2. Understands the applicati 3. Authorizes FSA, at any ti has an interest; 4. Agrees to comply with, ar assistance are available fo 5. Agrees to complete all re approval.  I certify that: 1. The above information pr 2. The losses occurred durin 3. If determined eligible, I and tree damage and mortality, and tree damage and mortality, and tree damage and mortality 4. I understand that this appl associated with the provis 17A. Applicant's Signature (E /s/ Robert Sams  The U.S. Department of Agriculture gender identity, religion, reprisal, and sassistance program or proceeded ge employment activities.) Fersons with (e.g., Braille, large print, audiotape, i.	ERTIFICATION STATEMENT sistance Program will be made to a oduction of an annual crop and what complete and file Form CCC-8 may documentation required to determine the determine of the application of the applicant of the applica	eligible orchardists are osuffered eligible to re- remine eligibility that icant fails to provide spresence, to enter u- ubject to, all the regular propriate programmatative is true and con- recent of the producer ctual cost of rehability to the concould apply, inclu- Title/Relationship of Representative Cap Marvin Represen- customers, employees, an status, familial or parental program or exidity conduction polaint, write to the addre- ter at (202) 720-2600 (voice to read (202) 720	d nurser, sses due ceive proverifies a any info pon, insplations g related article. It is actual attion, in the pract provide ading but the Indivacity acity and depolicant status, see ed or fundes so below on e and TDE earl of the process of the provide acity and the provide acity acity acity acity acity and the provide acity and the provide acity acit	to natural disaster, adversogram benefits. By signir und supports all informatic remation requested by FSA beet and verify all acres an overning the program and etivities within 12 months cost of replanting, in exce excess of 15 percent dama ice by the Deputy Admini 1 is false or in error, and the tanot limited to those providual Signing in the state of the programment. (Not all p and by the Department. (Not all p rif you require alternative means not provided to the programment of the sist of the programment of the progr	e weather, or g this applies to provided, i ; d crops in wl understands from the data seed of the data seed	other environmental ation, applicant: neluding the nich the applicant that instructions and e of application  ent mortality (adjusted ty (adjusted for normal minal penalties U.S.C. 1001. C. Date (MM-DD-YYYY) 05-08-2013  conal origin, age, disability, se come is derived from any publi

## I Example of CCC-899 (Continued)

. /	N/DETERMINATI	ON (FOR F	SA USE ONL	Y)				
18. Disaster Event	19. Disaster D		20. Crop N		21. Stand Number		22. Total Determined Trees	
Hurricane	05-03-2013	05-03-2013		Oranges	246	in Stand 500		
23. Total Determined Tree	as 24 Total F	Netermined T	rees Lost for	25. Total Determined	Trees Damaged	26 7	Fotal Determined Damaged	
Lost	Payme	ent	iees Lost ioi		rrees Damageu	7	Trees for Payment	
250		205		0		0		
27. Total Determined		28. Total Determined Damaged Acres in Stand		29. Total Determined	29. Total Determined Acres for Payment		30. Total Replanted Trees	
Acres in Stand	in Stai			2.5		250		
	04 - Decention On	-1-			32. Trees/Acres			
31. Practice Code				0.05				
01 - fruit & nut tree replacement per tree					205			
10 - planting cost per eligible tree				205				
14 - site prepara	_			2.5 acres				
	OVAL OR DISAPI	PROVAL C		AND ACRES FOR PAY	MENT			
33A. COC Signature			3	3B. Action:	7 5104 5550 (55	330	Date (MM-DD-YYYY)	
				APPROVED	DISAPPROVED			
34. Remarks								
PART F – CERTIFICA	TION AND APPLI	CATION F	OR PAYMENT	(To Be Completed by	Applicant)			
		CATION F		(To Be Completed by 37. Crop Name	Applicant)		38. Stand Number	
PART F – CERTIFICAT 35. Disaster Event Hurricane		36. Disaster		· · · · · · · · · · · · · · · · · · ·	Applicant)		38. Stand Number 246	
35. Disaster Event		36. Disaster	Date	37. Crop Name	Applicant)			
35. Disaster Event Hurricane		36. Disaster	Date	37. Crop Name				
35. Disaster Event Hurricane  39. P	ractice Code	36. Disaster 05-03	Date	<b>37. Crop Name</b> 0023 - Oranges			246	
35. Disaster Event Hurricane  39. P 01 - fruit & nut	ractice Code	36. Disaster 05-03	Date 3-2013	<b>37. Crop Name</b> 0023 - Oranges			246 41. Actual Cost \$ 2,350	
35. Disaster Event Hurricane  39. P 01 - fruit & nut tree 10 - planting cos	ractice Code tree replacement	36. Disaster 05-03 ent per e tree	250 250	<b>37. Crop Name</b> 0023 - Oranges			246 41. Actual Cost \$ 2,350 \$ 680	
35. Disaster Event Hurricane  39. P 01 - fruit & nut tree 10 - planting cost 14 - site preparate	ractice Code tree replacement t per eligible tion per acre	36. Disaster 05-03 ent per e tree	250 250 3 acres	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		246  41. Actual Cost \$ 2,350 \$ 680 \$ 1,725	
39. P  39. P  01 - fruit & nut  tree  10 - planting cos  14 - site prepara  42A. Applicant's Signature	ractice Code tree replacement t per eligible tion per acre	36. Disaster 05-03 ent per e tree	250 250 250 3 acres 42B. Title/Repres	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date (MM-DD-YYYY)	
35. Disaster Event Hurricane  39. P 01 - fruit & nut tree 10 - planting cost 14 - site preparate	ractice Code tree replacement t per eligible tion per acre	36. Disaster 05-03 ent per e tree	250 250 250 3 acres 42B. Title/Repres	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		246  41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date	
39. P  39. P  01 - fruit & nut  tree  10 - planting cos  14 - site prepara  42A. Applicant's Signature	ractice Code tree replacement t per eligible tion per acre	36. Disaster 05-03 ent per e tree	250 250 250 3 acres 42B. Title/Repres	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date (MM-DD-YYYY)	
39. P  39. P  01 - fruit & nut  tree  10 - planting cos  14 - site prepara  42A. Applicant's Signature	ractice Code  tree replacement t per eligible tion per acre e (By)	36. Disaster 05-03 ent per e tree	250 250 3 acres 42B. Title/Repres	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date (MM-DD-YYYY)	
35. Disaster Event Hurricane  39. P  01 - fruit & nut tree  10 - planting cos  14 - site prepara  42A. Applicant's Signature /s/Robert Sams	ractice Code tree replacement per eligible tion per acre e (By)	36. Disaster 05-03 ent per e tree	250 250 3 acres 42B. Title/Repres/s/ Marv	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted		41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date (MM-DD-YYYY) 04-29-2014	
35. Disaster Event Hurricane  39. P  01 - fruit & nut tree  10 - planting cos: 14 - site prepara: 42A. Applicant's Signature /s/ Robert Sams	ractice Code tree replacement per eligible tion per acre e (By)	36. Disaster 05-03 ent per e tree	250 250 3 acres 42B. Title/Repres/s/ Marv	37. Crop Name 0023 - Oranges 40. Trees/Acres Co	ompleted	FD	246  41. Actual Cost \$ 2,350 \$ 680 \$ 1,725 42C. Date (MM-DD-YYYY) 04-29-2014	

#### 61.5 CCC-899's for Cumulative Losses Due to Plant Disease

#### A Filing CCC-899's for Cumulative Plant Disease Losses

Producers suffering cumulative losses because of plant disease, such as citrus greening, must contact their administrative County Office to report the presence of the disease. For cases where STC has requested a loss period for plant disease and DAFP has approved that request, the loss period for the plant disease begins when the producer first recognizes the disease in the stand, and ends when an infected tree becomes either biologically dead or no longer commercially viable within the loss period established by STC and DAFP according to paragraph 31. The 15 percent mortality threshold and normal mortality calculation is cumulative based on the loss and time period.

The Loss Adjuster Management software requires the stand number from the CCC-899 TAP application in order to pay LA's for performing field inspections for TAP; therefore, manual CCC-899's are no longer authorized for cumulative plant disease losses. County offices must enter all previously filed manual CCC-899's for cumulative mortality losses due to plant disease into the automated system.

\*--Producers must annually file CCC-899, Parts A through D only, by stand to report the number of trees lost, even though they may not file for assistance until a subsequent year in the loss period.

**Important:** Part E, COC Approval or Disapproval of TAP Loss and Acres for Payment,

must not be signed until the producer requests to file one cumulative CCC-899

capturing all losses in the approved loss period.--\*

**Note:** Cumulative CCC-899's must be filed according to the time line in

paragraph 31 C.

#### **B** Finalizing CCC-899 for Cumulative Losses Due to Plant Disease

The CCC-899 may be finalized when the producer requests to file one cumulative CCC-899 capturing all loss in the approved loss period.

Before approving CCC-899 for payment, the approving official must ensure that all eligibility requirements are met, and a field visit has been completed to verify practice completion. See paragraph 63 for LA requirements.

•		

#### **Reimbursement and Qualifying Losses**

#### A Eligibility Overview

TAP provides replanting and rehabilitation assistance to eligible orchardists and nursery tree growers that suffered more than a 15 percent tree, bush, or vine mortality loss, adjusted for normal mortality, on a stand as a result of natural disaster.

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

#### \*--B Eligibility for Those Who Replant Trees

Eligible orchardists or nursery tree growers who planted trees for commercial production, but lost those previously planted 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 (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.

\*--Note: Eligible orchardists or nursery growers who did not plant the lost trees, but have a production history for commercial purposes on planted or existing trees, will be "considered to have planted the trees" for TAP eligibility purposes.--\*

\* \* \*

#### **Reimbursement and Qualifying Losses (Continued)**

#### \*--C Eligibility for Rehabilitation Under TAP Following Natural Disaster--\*

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.

#### D TAP Eligibility for Beginning or Veteran Farmer or Rancher

Beginning with 2019 losses, eligible beginning farmers or ranchers and veteran farmers or ranchers who planted trees for commercial production, but lost those previously planted 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 (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:
- 75 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 the following:
  - 75 percent of the actual total cost of the practice
  - total amount calculated using rates established by DAFP for the practice.

**Important:** Applicants must meet the definition of a beginning farmer or rancher or veteran farmer or rancher at the time the CCC-899 is filed.

Applicants requesting assistance as a beginning farmer or rancher or veteran farmer or rancher must provide their certification on CCC-860, according to 1-CM.

### **Reimbursement and Qualifying Losses (Continued)**

#### **E** Acreage Reports Determining Losses Without Physical Evidence

An acreage report for trees, bushes, and vines must be filed according to 2-CP. 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.

### **Reimbursement and Qualifying Losses (Continued)**

#### F 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 sale or use or for production of--\* annual crops
- tomatoes, pumpkins, watermelons, and pineapple.

### **G** Ineligible Losses

Losses ineligible for TAP include the following:

- trees replanted, but destroyed either before an application for payment is filed or paid by FSA, or 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 trees, bushes, or vines because of the lack of water from the failure of the irrigation equipment is **not** eligible because natural disaster did not directly impact the trees, bushes, or vines.

### 63 Loss Adjustment Requirements

#### A Authorized Use of Certified FSA Loss Adjusters (LA) for TAP

\*--Certified FSA LA's will perform field visits for TAP. Certified LA's may also be used for any prior year TAP work. Follow procedure in 2-NAP to obtain the services of certified--\* LA's.

**Note:** If a certified LA is unable to timely perform the field visit, an FSA representative may be used.

#### **B** Loss Adjustment Responsibilities for TAP

Responsibilities include, but are not limited to, the following:

- use and be proficient with the applicable loss adjustment equipment
- be familiar with TAP eligibility requirements, this handbook, TAP regulation (7 CFR §1416.400 Subpart E), and CCC-899 (TAP Application)
- review applicant's CCC-899 and all supporting documentation; that is, review and verify acreage report, before performing on-site visual inspections to verify loss
- •\*--advising applicant not to begin TAP practices until successful completion of the appropriate level of environmental review by designated FSA staff, and TAP approval has been received in writing

**Note:** LA's are not authorized to complete FSA-850 on behalf of FSA.--\*

- timely perform on-site visual inspections to verify **actual** qualifying losses and the number of tree and acres involved
- consult qualified experts, such as Department of Forestry, Universities, Extension Service, etc., for guidance in determining appropriate practices
- for plant disease mortality losses, consult with STC to verify the determined loss period established for a specific plant disease
- perform a second on-site visual inspection to verify practice completion.

#### C Field Visit to Verify Applicant's Claim

Before COC approval of CCC-899, Part E, a certified FSA LA will perform a field visit and manually document the following on CCC-899, Part D:

- eligible disaster event
- date of disaster event

### 63 Loss Adjustment Requirements (Continued)

### C Field Visit to Verify Applicant's Claim (Continued)

- name of lost and/or damaged crop
- stand number
- total determined number of trees in the stand
- •\*--LA's should take photos to assist with FSA's subsequent environmental review--\*
- total determined number of trees lost (reached mortality, i.e., dead, above and below ground) in the stand

**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.

- total determined number of trees lost (reached mortality, i.e., dead, above and below ground), eligible for payment
- total determined number of trees damaged in the stand
- total determined number of trees damaged in the stand eligible for payment
- total determined acres in the stand

**Note:** Review and verify the acreage report submitted by applicant.

- total determined damaged acres in the stand
- total determined damaged acres in the stand eligible for payment
- applicable DAFP-established practice codes
- trees and/or acres eligible for each practice code (see subparagraph 152 A for a list of eligible practice codes and maximum payment rates).

**Note:** LA's may consult qualified experts, i.e., Department of Forestry, Universities, Extension Service, etc., for guidance in determining appropriate practices.

**Important:** In cases of plant disease or insect infestation, COC may require information from a qualified expert to determine the extent of loss.

### \*--63 Loss Adjustment Requirements (Continued)

### **D** 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 \text{ trees lost} - 72 \text{ trees} = 328 \text{ 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).

### **E** Field Visit to Verify Practice Completion

Before COC approval of CCC-899, Part G, an FSA certified LA shall perform a field visit to verify practice completion, and that all eligibility requirements have been met.--\*

### **Payment Calculations**

### \*--A TAP Payment Eligibility

Eligible orchardists and nursery tree growers qualify under TAP for eligible tree, bush, and vine mortality and damage losses in excess of 15 percent, adjusted for normal mortality and normal damage, that occurred in the calendar year (or loss period in the case of plant disease) where benefits are requested, due to an eligible natural disaster.--\*

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 \* \* \* (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.

#### **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

 $\frac{-.5}{2.5}$  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.

\$1,640

### **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)**

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

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

### 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.

### **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.

<b>Stand Information:</b>	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 =	<u>12</u> trees
	<b>72</b> trees

• Gray is **not** eligible for TAP \* \* \* because the 30 trees that died did not exceed the 72 tree loss threshold and normal mortality requirement.

#### **B** Loss Examples (Continued)

**Example 3:** Steven, owner of stand 378, reported a total of 500 apple trees with loss of 100 trees, and damage of 70 trees on the 5-acre orchard. Steven indicated a share of 100 percent. COC representative visited the orchard and determined, because of an eligible disaster condition, 100 apple trees were lost, and 70 apple trees were damaged on 5 acres.

<b>Stand Information:</b>	tand Information: Stand Number	
	Total Trees in Stand	500
	Total Acres in Stand	5
	Total Determined Lost Trees	100
	Total Determined Damaged Trees	70
	Total Acres Requested	3

• The first calculation is to determine if Steven is eligible for TAP.

### Calculate loss threshold and normal mortality on trees \* \* \* as follows.

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

• Steven is eligible for TAP because the 100 trees lost meets the loss threshold of 90 trees. Since Steven met the 15 percent mortality loss threshold, adjusted for normal mortality, Steven is eligible for payment on his damaged trees.

#### \*--Calculate lost trees for payment as follows:

```
100 trees lost \frac{-18}{100} (100 trees lost x 18% (15% loss threshold + 3% mortality = 18 trees)) 82 trees eligible for payment
```

#### Calculate payment eligibility for trees damaged, as follows.

```
70 trees damaged in stand x 18% damage
(15% loss threshold + 3% normal damage)=

13 trees

70 trees damaged

-13 trees

57 trees
```

• Steven is eligible for payment on 57 of the 70 damaged trees.

# Calculate lost acres for payment as follows.--\*

```
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.
```

### **B** Loss Examples (Continued)

# **Example 3: (Continued)**

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

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

\*--82 trees x 100% (share) x \$8 per tree =

\$ 656

### **Practice Code 02 – (Fruit and Nut Tree Rehabilitation Per Tree) = \$15)**

855

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

82 trees x 100% (share) 
$$x $2 =$$

164

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

2.5 acres x 100% (share) x \$500 =

1,250

\$2,925

# Actual cost receipts submitted by Steven are calculated as follows:

Receipts for tree replacement:  $$1,000 \times 100\%$  (share) x 65% (payment level) = \$650 Receipts for rehabilitation:  $$1,000 \times 100\%$  (share) x 50% (payment level) = \$500 Receipts for tree planting:  $$300 \times 100\%$  (share) x 65% (payment level) = \$195 Receipts for site preparation:  $$1,200 \times 100\%$  (share) x 50% (payment level) = \$600 **\$1,945** 

- Steven is eligible for the lesser of the maximum payment or actual cost for each practice as follows:
  - practice code 01: \$650 (actual cost)
  - practice code 02: \$500 (actual cost)
  - practice code 10: \$164 (DAFP maximum payment rate)
  - practice code 14: \$600 (actual cost).

In this example, Steven's estimated TAP payment amount is \$1,914.--\*

### 65 Approval and Disapproval Letters

### **A Issuing Approval or Disapproval Letters**

\*--County Offices must 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 is 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

#### **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**)

### 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 environmental compliance provisions in 7 CFR 799.7, FSA Program Participant Responsibilities, and 1-EQ and subsequent revisions--\*
- 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. See 1-CM.

**Important:** Proof of authority to sign for the eligible deceased applicant or dissolved entity **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 will 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:
estate that closed before CCC-899 was filed	estate according to subparagraph B	<ul> <li>deceased individual</li> <li>individual's estate</li> <li>the heirs, based on OGC determination, according to 1-CM, Part 26.</li> </ul>
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.

### 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 loss 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 lost trees. Based on the loss 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 applies 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 will:

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

#### **D** Payment Limitation

\*--The 2014 Farm Bill limited a person or legal entity to a \$125,000 payment limitation for losses that occurred after October 1, 2011, through December 31, 2016, for TAP.

The Bipartisan Budget Act of 2018 removed the payment limitation for losses that occurred after January 1, 2017. 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

\*--For losses that occurred on or after October 1, 2011, through December 31, 2016, the cumulative total quantity of acres planted to trees, bushes, or vines, where a person or legal entity receive TAP, must **not** exceed 500 acres annually.

For losses that occurred on or after January 1, 2017, the Bipartisan Budget Act of 2018 increased the cumulative total quantity of acres planted to trees, bushes, or vines, where a person or legal entity receive TAP from 500 to 1,000 acres annually.--\*

#### 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.

#### 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 Environmental Compliance and Protected Resource Considerations

#### **A Environmental Compliance and Protected Resource Considerations**

All TAP applications require completing FSA-850, or an EA, when appropriate. Environmental compliance must be completed consistent with 1-EQ, paragraph. 23, and subsequent revisions, without any extraordinary circumstances or adverse impacts to protected resources before signatures are obtained for those documents. Environmental compliance must be successfully completed before CCC-899 can be approved. All FSA-850's require a site visit by FSA or NRCS employees before any of the following can occur:

- ground disturbance below the site-specific plow zone
- new ground disturbance on previously undisturbed ground
- tree removal
- stump removal.

CCC-899 **cannot** be approved without additional environmental compliance when the potential exists to adversely affect protected resources, including, but not limited to 100-year floodplains, FSA-listed threatened or endangered species, wetlands, or historic properties according to 7 CFR Part 799 and 1-EQ. COC **cannot** approve CCC-899 for practices that would drain or negatively affect the 100-year floodplain or quality of any wetlands, as defined in the NRCS Field Office Technical Guide without additional environmental compliance, including public notification for any anticipated adverse impacts to wetlands or the 100-year floodplain.

Consult SEC for guidance on environmental compliance for protected resources listed in 1-EQ, Part 4, and subsequent revisions or any other environmental compliance-related matters.

This policy does not invalidate MOU's which have been agreed to between FSA and the State Historic Preservation Officer, Tribal Historic Preservation Officer(s), Tribal Governments, U.S. Fish and Wildlife Service or any other office that regulates the protected resources being evaluated. Copies of those agreements should be specifically cited or attached to the appropriate level of environmental compliance undertaken.--\*

#### \*--125 Environmental Compliance and Protected Resource Considerations (Continued)

#### B Required Environmental Compliance Evaluations Before CCC-899 Approval

NEPA requires (among other things) that Federal agencies consider the effects of their proposed activities on the environment before committing to those activities. For each CCC-899, FSA must complete an evaluation of the proposed practice or practices by successfully completing FSA-850 or NRCS-CPA-052, EA, or similar State documents, according to 1-EQ, and subsequent revisions, to determine whether the proposed practice would have any adverse impacts to the environment or protected resources. The environmental evaluation must be completed before CCC-899 approval.

If CED, SEC, or other FSA employee with DAFP approval authority is the FSA-850 preparer, then that person may also sign as the approving official.

### C Actions That Impede Completing the Appropriate Level of Environmental Review

The following producer actions must not occur at the site location or the area associated with the proposed TAP practices before FSA-850 is considered successfully completed, and producer is notified of their TAP approval in writing, according to 7 CFR 799.7 and 11, and 1-EQ, or subsequent revisions:

- any actions related to the proposed TAP action being evaluated by FSA
- ground disturbance, regardless of depth
- removal of tree roots, vines or their roots
- site preparation including, but not limited to compacting, grading, leveling or filling
- purchase or acceptance of delivery of equipment and/or materials, including rootstock
- alterations to any structures that are 50 years old or older or within a historic district.

### 125 Environmental Compliance and Protected Resource Considerations (Continued)

### **D** Examples

- Example 1: The TAP amendment was released on September 26, 2019; however, a producer submitted CCC-899 on April 1, 2019, and it was approved on April 22, 2019. Regardless of when the producer submits documentation for TAP payment, FSA-850 is **not** required.
- **Example 2:** A producer began removing dead trees on October 1, 2019, without prior approval of FSA-850, and submitted CCC-899 on October 23, 2019. Because the producer began activities listed in subparagraph 125 C prior to FSA-850 approval, CCC-899 **cannot** be approved.
- **Example 3:** A producer submits CCC-899 for losses for nursery trees in containers with no site preparation or ground disturbance. Completing FSA-850 is still required according to this subparagraph; however, a "listed" categorical exclusion may apply, meaning only the first portion of FSA-850 requires completion along with signatures. See 7 CFR 799.31 and 32, and 1-EQ or subsequent revisions.

#### 126-150 (Reserved)

•		

#### Part 6 TAP Criteria

#### 151 Stand Criteria

#### A Stand

<u>Stand</u> 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.

#### 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 stand.

### **B** 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 will 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 must **not** exceed the maximum rates--\* established by DAFP.

Practice		Maximum
Code	Practice	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).	\$5
	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.	
08	Nursery tree rehabilitation per tree (field and container).	\$3
	<b>Note:</b> Rehabilitation for nursery tree containers is applicable to only industry standard large-size containers (25 gallon and above).	
09	Pecans rehabilitation, including pruning, site preparation, and debris removal <b>per tree</b> .	\$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		Maximum
Code	Practice	Rates
11	Pruning cost per eligible tree. 1/	\$7
	Notes: Applies to rehabilitation only.	
	Does <b>not</b> apply to TAP pecans.	
12	Rehabilitation cost per eligible tree (including Christmas trees and	\$4
	ornamental trees), bushes (including shrubs), and vines on a tree	
	farm.	
	<b>Note:</b> Research indicates that potted trees are not ordinarily rehabilitated, but are replaced.	
13	Replacement cost per eligible tree (including Christmas trees, ornamental trees, and potted trees), bushes (including shrubs), and vines <b>on a tree farm</b> .	\$2
14	Site preparation per acre (including cleanup, tree and debris removal, and tillage).	\$500
	<b>Note:</b> Not applicable to Practice Code 09 (pecan rehabilitation).	
15	Replacement cost per eligible cranberry plant.	\$0.06
16	Planting cost per eligible cranberry plant.	\$0.03
17	Hawaii papaya replacement cost per hill.	\$0.67
18	Hawaii papaya replanting cost per hill.	\$1.04

**Notes:** 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.

### **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.

<sup>\*--</sup>TAP does not provide cost share for royalty or shipping expenses.--\*

# 152 TAP Payment and Mortality Rates (Continued)

# C Practice Code Applicability

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

**Note:** Beginning in crop year 2017, bananas and plantains will no longer be eligible for TAP.

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
0032	Elderberries	ELDER	10, 12, 13, 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
0086	Prunes	PRUNS	01, 02, 03, 04
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
0143	Aronia (Photinia	ARONIA	10, 12, 13, 14
	Melanocarpa, formerly		
	Aronia Melanocarpa)		
0144	Pears	PEARS	01, 02, 10, 11, 14
0146	Pecans	PECAN	01, 09, 10
0175	Coconuts	COCON	01, 02, 10, 11, 14
0176	Coffee	COFFE	01, 02, 10, 11, 14
*0179	Tea	TEA	01, 02, 10, 11, 14*
0181	Papaya	PAPAY	01, 02, 10, 11, 14, 17, 18
0182	Cacao	CACAO	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
0370	Mulberries	MULBR	01, 02, 10, 12, 13, 14
0375	Chestnuts	CHENT	01, 02, 10, 11, 14
0376	Hazel Nuts	HAZNT	01, 02, 10, 11, 14
0380	Dragonfruit	DRAGFR	03, 04, 10, 14
0381	Pawpaw Trees	PAWPA	01, 02, 10, 11, 14
0421	Noni	NONI	01, 02, 10, 11, 14
0463	Kiwifruit	KIWIF	03, 04, 10, 14

# 152 TAP Payment and Mortality Rates (Continued)

# C Practice Code Applicability (Continued)

Crop Code	Crop	Crop Abbreviation	Eligible Practice Codes
0464	Mango	MANGO	01, 02, 03, 04
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
7164	Rambutan	RMBTN	01, 02, 03, 04
9904	Mayhew berries	MAYHW	01, 02, 03, 04
0906	Pummelo	PUMLO	01, 02, 10, 11, 14
0997	Atemoya	ATMYA	01, 02, 10, 11, 14
0998	Sapote	SAPBK	01, 02, 10, 11, 14
0999	Carambola/Star Fruit	CRMBA	01, 02, 10, 11, 14
1010	Nursery – Container	NRSRY	07, 08, 10
1010	Nursery – Field	NRSRY	07, 08, 10, 11, 14
1166	Caimito (star apple)	CAMTO	01, 02, 10, 11, 14
1167	Guamabana/Soursop	GUANA	01, 02, 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
*1295	Vanilla	VANIL	03, 04, 10, 14*
1297	Honeyberries	HONEYB	10, 12, 13, 14
1302	Tangors	TANGS	01, 02, 10, 11, 14
2018	JuJube	JUJU	01, 02, 10, 11, 14
2019	Ume	UME	01, 02, 10, 11, 14
*5000	Bay Leaf	BAY	01, 11, 12, 13, 14*
6000	Caneberries	CANBR	03, 04, 10, 14
7037	Jack Fruit	JCKFR	01, 02, 10, 11, 14
*7208	Mangosteen	MNGST	01, 02, 10, 11, 14*
7302	Wax Jambu	WXJM	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. If an applicant is unable to complete the approved practice within 12 months from the date CCC-899, Part E is approved, STC's may grant an extension of up to 1 additional year. All practice request extensions must be requested by the applicant in writing prior to the established practice completion date.

**Note:** If the producer still cannot complete the practice within the 1-year STC extension, the State Office must 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 will **not** exceed the established maximum payment rates to re-establish the eligible trees, bushes, or vines that were actually lost, as determined by COC.

• types planted may be replanted on the same farm in a different location than the lost stand.

If applicant chooses to replant different eligible trees, bushes, or vines than those initially lost, CCC-889, Part F must reflect the new crop, applicable practice codes, trees and/or acres completed, and actual cost.

**Example:** CCC-899, Part B indicates a loss of 500 orange trees on 3 acres in stand number 344 on September 12, 2020. COC determines applicant is eligible for practice codes 01, 02, 10, 11, and 14.

On August 1, 2021, applicant visits the County Office to report practice completion. Applicant reports their decision to replant blueberry bushes instead of oranges.

### 153 TAP Practice Completion and Expiration (Continued)

### C Replanting Different Eligible Trees, Bushes, or Vines (Continued)

**Notes:** Payments for eligible owners who replant in a different field must **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.

#### **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, 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 Payment Eligibility and Duplicate Benefits

[7 CFR 1416.6] Payment eligibility and limitation.

(b) The Deputy Administrator may take such actions as needed to avoid a duplication of benefits under the programs provided for in this part, or duplication of benefits received in other programs, and may impose such cross-programs payment limitations as may be consistent with the intent of this part in order to help prevent a person or legal entity being paid more than the total value of their loss.

The following table provides guidance if an eligible owner is eligible for a TAP payment and may be eligible for benefits 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	can receive both, but not to exceed the total value of
	loss.
Indemnity payments under crop	can receive both.
insurance policies, including pilots,	
for orchard trees	
Emergency loans	can receive both.
2017 WHIP	
WHIP+	
ECP benefits, the Biomass Crop	<b>cannot</b> receive payment for the same or similar type
Assistance Program, CRP, EQIP,	of practices for the same or similar loss.
WRP, or any other program where	
duplication of benefits are received	
Florida, citrus, producers covered	
by block grant	

--\*

# 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 \* \* \* 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. COC will calculate payment based on
  the number of qualifying trees, bushes, or vines replanted.--\*

### \*--155 CCC-770 TAP, TAP Checklist

#### **A** Introduction

CC-770 TAP was developed to address areas of concern to ensure that TAP payments are issued properly.

### B Using CCC-770 TAP

CCC-770 TAP:

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

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

### C Maintaining CCC-770 TAP

CCC-770 TAP:

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

#### **D** Retention Period

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

# **E** County Offices Using CCC-770 TAP

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

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

After all questions on CCC-770 TAP are answered in a manner that supports approving the applicable forms, the County Office employee shall sign CCC-770 TAP, item 17A as the preparer.

**Note:** In cases involving multiple preparers, the preparer can use item 20, Remarks Section, to indicate items they verified.

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

**Reminder:** 

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

# \*--155 CCC-770 TAP, TAP Checklist (Continued)

# F Determining When to Use CCC-770 TAP

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

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

# 155 CCC-770 TAP, TAP Checklist (Continued)

# **G** Example of CCC-770 TAP

This is an example of CCC-770-TAP.

	C-770 TAP 16-21)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	Applicant's Name	2. \$	3tate	Name	
,		TANCE PROGRAM (TAP) CHECKLIST	3. County FSA Office Name	4. C	rop Y	′ear	
	O1	fice Staff Actions	Applicable Handbooks	YE	S	NO	N
5.	Did the stand sustain a mort normal mortality due to an e	ality loss in excess of 15 percent after adjustment for ligible natural disaster?	1-TAP (Rev. 4), Paragraph 31				
6.	Was an acreage report com type, trees and acres in star	pleted and signed by the participant identifying crop d, and applicant's share?	1-TAP (Rev. 4), Paragraph 122 and 2-CP (Rev. 16, Par. 162)				
7.		oility consideration based on beginning or veteran articipant provide their certification on the	1-TAP (Rev. 4), Subparagraph and 1-CM (Rev. 3), Par. 950.	Э,			
8.		required AGI certification and has the certification the web-based eligibility system?	5-PL, Paragraphs 3 and 41, and 1-TAP (Rev. 4), Subparagraph 121D				
9.	Has the participant filed the r been recorded in the web-ba	required AD-1026 and has the eligibility information ased eligibility system?	6-CP (Rev. 4), and 1-TAP (Rev. Paragraph 123	4)			
10.	Has the FSA-850, or an EA, CCC-899 approval?	when appropriate, been completed prior to	1-TAP (Rev. 4), Par. 125 and 1 EQ, paragraph 23, and subseque revisions				
11.		(Applicant Certification Statement) signed by a as signature authority on file (if the person is signing?	1-CM (Rev. 3), Part 25, and 1-T/ (Rev. 4) Paragraph 61	AP			
12.		he initial field visit performed by a certified FSA loss	1-TAP (Rev. 4), Par. 63				
13.	Was CCC-899, Part E, signe representative, and recorder	ed, dated, and approved by COC, or authorized d in the COC minutes?	1-TAP (Rev. 4), Paragraph 61				
14.	Was an approval/disapprova	al letter issued to participant regarding the COC or decision for Part E?	1-TAP (Rev. 4), Paragraphs 61 and 65				
15.	Has participant submitted ap the stand for the completed	oplicable cost documentation for all components on practices?	1-TAP (Rev. 4), Paragraph 150	3			
16.	inspection to verify practice		1-TAP (Rev. 4), Paragraph 63				
17.	Was the CCC-899, Part G, ( and dated by COC or author minutes?	Approval or Disapproval for TAP Payment) signed ized representative, and recorded in the COC	1-TAP (Rev. 4), Paragraph 61				
	tification:						
18A	. Signature of Preparer(s)			18B. D	ate (	MM-DD-YY	<u>YY)</u>
	. I concur/do not concur . CED Signature for Spoto	the above items have been verified and upd	ated. Concur	19C. D		Not Cond	
20A	. I concur/do not concur	the above items have been verified and upd	ated. Concur		Do	Not Conc	ur
20B	. DD Signature for Spotch	eck		20C. D	ate (	MM-DD-YY	YY)
from dis	criminating based on race, color, national origin	eartment of Agriculture (USDA) civil rights regulations and policies, the USDA, its Age r religion, sex, gender identity (including gender expression), sexual orientation, disa ity, in any program or activity conducted or funded by USDA (not all bases apply to a	oility, age, marital status, family/parental status, income d	erived from a p	ublic ass	sistance prograr	are pro m, politi

# 155 CCC-770 TAP, TAP Checklist (Continued)

# **G** Example of CCC-770 TAP (Continued)

CCC-770 TAP (06-16-2021)	Page 2
21. Remarks:	r age 2

6-16-21

# 155 CCC-770 TAP, TAP Checklist (Continued)

# **H** Completing CCC-770 TAP

Complete CCC-770 TAP according to the following table.

Item	Instructions	
1	Enter name of the applicant.	
2	Enter applicable State name.	
3	Enter administrative County Office name that is completing CCC-770 TAP.	
4	Enter applicable crop year.	
*5 through	Check (✓) "Yes", "No", or ENTER "N/A".	
17		
18A and 18B	County Office employee who reviews items 5 through 17 shall sign, as	
	preparer, and enter the current date.	
19A	When applicable, CED or designated representative shall indicate whether	
	or not they concur with the accuracy of items 5 through 17.	
19B and 19C	C   CED or designated representative who completed item 19 A shall sign and	
	enter the current date.	
20A	When applicable, STC or their representative shall indicate whether or not	
	they concur with the accuracy of items 5 through 17.	
20B and 20C	STC or its representative who completed item 20 A shall sign and enter the	
	current date.	
21	Enter applicable remarks*	

156-180 (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:

- <u>user</u> means FSA employee with Level 2 eAuthentication access, **except** where specifically noted
- <u>home county</u> 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://fsaintranet.sc.egov.usda.gov/fsa/applications.asp. From the FSA Intranet Screen, under "FSA Applications" "Applications Directory", CLICK "P-Z". The FSA Intranet Screen will be redisplayed with applications with names started from P to Z. Scroll down--\* and 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.

## TAP

USDA Farm Service Agency's (FSA) Tree Assistance Program (TAP) provides financial assistance to qualifying orchardists to replace eligible trees, bushes, and vines damaged by natural disasters.

Enter TAP

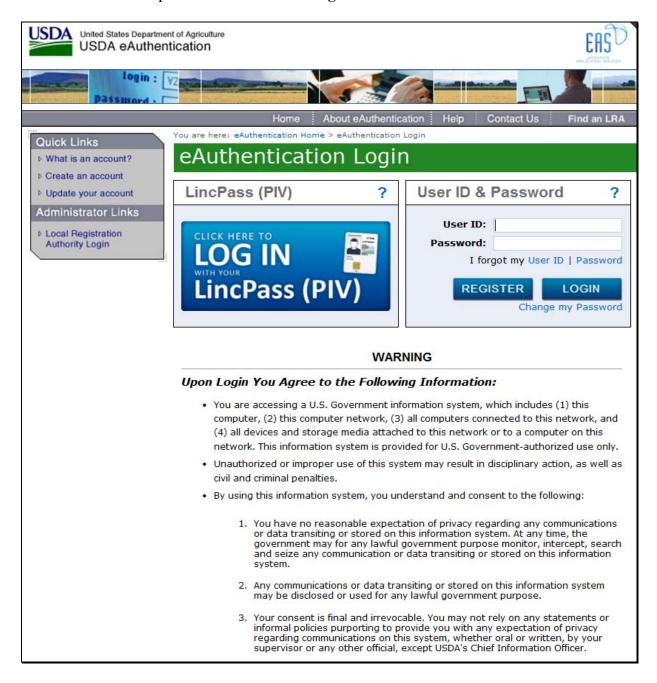
USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern.

### **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.

\*--Note: Program year 2011 is split into 2 program years, as follows:

- 2011A applies to losses from January 1 through September 30, 2011
- 2011B applies to losses from October 1 through December 31, 2011.--\*

# **273** TAP Application Summary

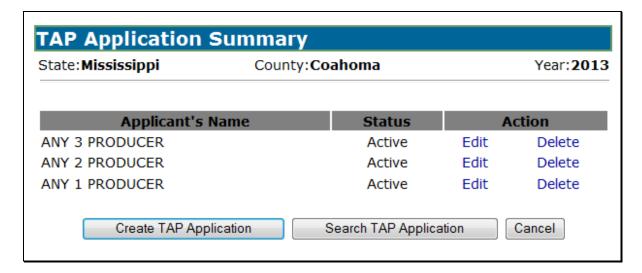
### A Overview

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.



# **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 <b>must</b> 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 <b>cannot</b> be accessed.

### 274-285 (Reserved)

# **286** Creating Applications

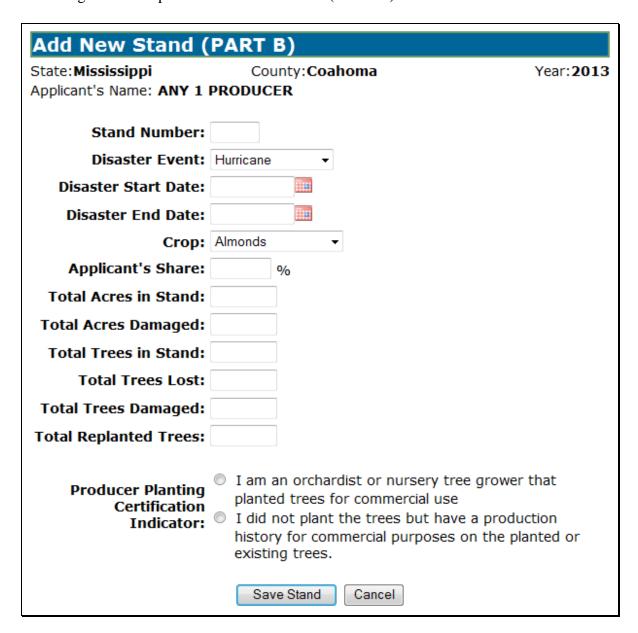
#### A Overview

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.



# 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	Displays name of the producer for	
Name	which the application is being	
	updated.	
Stand Number	Manual entry.	Enter County Office-assigned
		sequential stand number.
		<b>Note:</b> Stand numbers can be
		duplicated <b>only</b> if the stand
		suffers multiple losses within
		the same program year.
Disaster Event	Manual selection for the disaster	Select disaster event that caused the
	event that caused the tree loss.	tree loss.
Disaster Start	Manual selection for the start date	Select start and end date of the
Date	of the disaster event.	disaster event by either:
Disaster End	Manual selection for the end date	
Date	of the disaster event.	• selecting the date from the
		drop-down lists
		using the calendar option.
		A start date is always required;
		however, an end date is <b>not</b> required
		unless the disaster event continued
		over multiple days.

# C Field Descriptions and Actions (Continued)

Manual selection.	Select crop that sustained a loss during the	
Manual anters	Select crop that sustained a loss during the selected disaster event.	
Manual entry.	Enter applicant's share.	
Manual entry.	Enter in tenths, the total acres that the applicant reports in the stand.	
Manual entry.	Enter in tenths, the total acres that the applicant reports are damaged in the stand.	
Manual entry.	Enter in whole numbers, the total trees that the applicant reports in the stand.	
Manual entry.	Enter in whole numbers, the total trees that the applicant reports are lost in the stand.	
Manual entry.	Enter in whole numbers, the total trees that the applicant reports are damaged in the stand.	
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	
Manual selection.	been reported for the same stand of trees in the same program year.  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	
	Manual entry.  Manual entry.  Manual entry.  Manual entry.  Manual entry.	

# **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

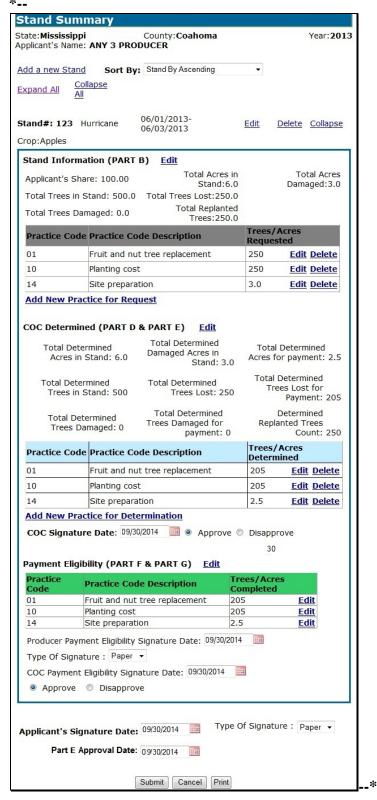
The Stand Summary Screen provides a summary of data that has been entered for an application. The Stand Summary Screen is used to:

- 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.



# 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	Displays name of the producer for which the	
Name	application is being updated.	
Add a New	Manual selection.	Add New Stand (PART B)
Stand		Screen will be displayed (see
		paragraph 286 for additional
		information).
Sort By	Manual selection. The options are:	Select the desired sort order.
		The stands will be resorted
	"Stand by Ascending"	according to the sort order
	"Stand by Descending"	selected.
	"Disaster Date by Ascending"	
	"Disaster Date by Descending"	The sort order is defaulted to
	"Disaster Event by Ascending"	"Stand by Ascending".
	"Disaster Event by Descending".	
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
Conapse 7 m	ivalidat selection to compse an stands.	all stands on the application.
Edit Stand	Manual selection to edit the stand.	Edit Stand (PART B) Screen
Lan Stand	ivalidat selection to care the stand.	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.	Displays an expanded view of
r		the selected stand.
	<b>Note:</b> The "Expand" link is only displayed	
	when the stand is collapsed.	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1

# C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Collapse	Provides the ability to collapse the stand.	Displays a collapsed view of the
Stand		selected stand.
	<b>Note:</b> The "Collapse" link is only displayed	
	when the stand is expanded.	
Applicant's	Manual selection.	Select the month, day, and year
Signature	NT-4 TPL's s's set of let a 1 set 1's st	from the drop-down lists.
Date	Note: This signature date only applies to Part B – Stand Information.	
*Part E	Manual entry of date for COC Approval	Enter COC approval date from
Approval	from CCC-899, Part E.	CCC-899, Part E. If there are
Date		multiple Part E approval dates,
		enter the earliest date.
		<b>Note:</b> This field is used by the
		system to calculate the
		correct sequestration
		factor*
Type of	Manual selection from a list of applicable	Select the signature type from
Signature	signature types.	the drop-down list.
Cancel	Cancels modification of the selected	
	application. TAP Application Summary	
	Screen will be displayed (see paragraph 274	
Carla arait	for additional information).	
Submit	Submits changes. Stand Summary Screen will be redisplayed with the message, "Stand	
	Summary Information has been successfully	
	saved."	
	Stand Information Functiona	lity
	(Only available when the stand is ex	
Edit Stand	Manual selection to edit stand information	Edit Stand (PART B) Screen
Information	for the selected stand.	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
Dalata	Manual selection to delete the selected	additional information).  Delete Practice Information
Delete Practice	practice.	Screen will be displayed (see
Tactice	practice.	paragraph 299 for additional
		information).
Add New	Manual selection to add a new practice to the	Add Practice Information
Practice for	stand information.	(PART B) Screen will be
Request		displayed (see paragraph 300 for
_		additional information).

# C Field Descriptions and Actions (Continued)

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

# **288** Deleting Applications

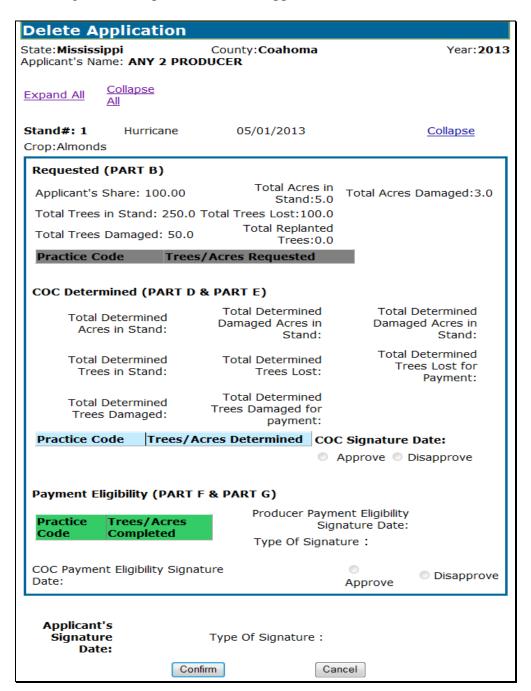
#### A Overview

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	Displays name of the producer for which	
Name	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.	Displays an expanded view of
		the selected stand.
	<b>Note:</b> "Expand" link is only displayed	
	when the stand is collapsed.	
Collapse	Provides the ability to collapse the stand.	Displays a collapsed view of
		the selected stand.
	<b>Note:</b> "Collapse" link is only displayed	
	when the stand is expanded.	
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)

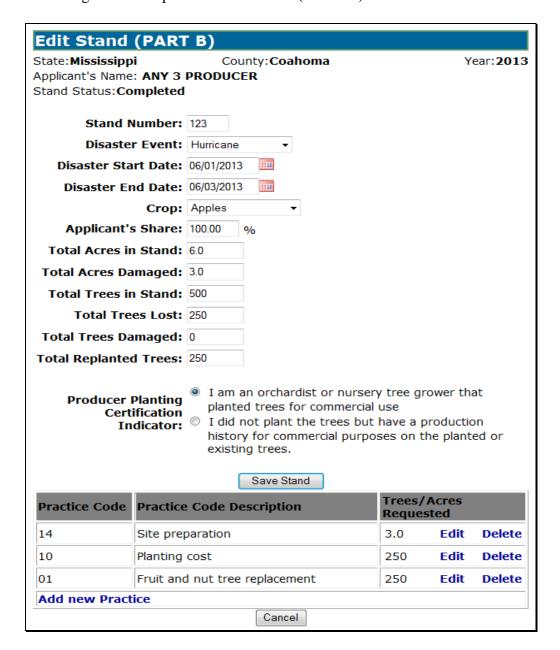
#### A Overview

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.



# 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.

# C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Disaster Start	Manual selection for the	Edit the start and end date of the disaster
Date	start date of the disaster	event by either:
	event.	
Disaster End	Manual selection for the end	• selecting the date from the drop-down
Date	date of the disaster event.	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.
Crop	Manual selection.	Edit the crop that sustained a loss during the
		selected disaster event.
Applicant's	Manual entry.	Edit the applicant's share.
Share		
Total Acres in	Manual entry.	Edit the total acres that the applicant reports
Stand		in the stand.
Total Acres	Manual entry.	Edit the total acres that the applicant reports
Damaged		are damaged in the stand.
Total Trees in	Manual entry.	Edit the total trees that the applicant reports in
Stand		the stand.
Total Trees	Manual entry.	Edit the total trees that the applicant reports
Lost		are lost in the stand.
Total Trees	Manual entry.	Edit the total trees that the applicant reports
Damaged		are damaged in the stand.
Total	Manual entry.	Edit the total trees that were replanted in the
Replanted		stand since the last loss was reported.
Trees		
		<b>Note:</b> Only applicable if a loss has already
		been reported for the same stand of
		trees in the same program year.

# C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Producer Planting Certification	Manual selection.	Edit which of the following applies to the applicant:
Indicator		<ul> <li>"I am an orchardist or nursery tree grower that planted trees for commercial use"</li> <li>"I did not plant the trees but have a production history for commercial purposes on the planted or existing trees."</li> </ul>
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information Screen will be displayed (see paragraph 298 for additional information).
Delete	Manual selection to delete	Delete Practice Information Screen will be
Practice	the selected practice.	displayed (see paragraph 299 for additional information).
Add New	Manual selection to add a	Add Practice Information (PART B) Screen
Practice	new practice to the selected stand.	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

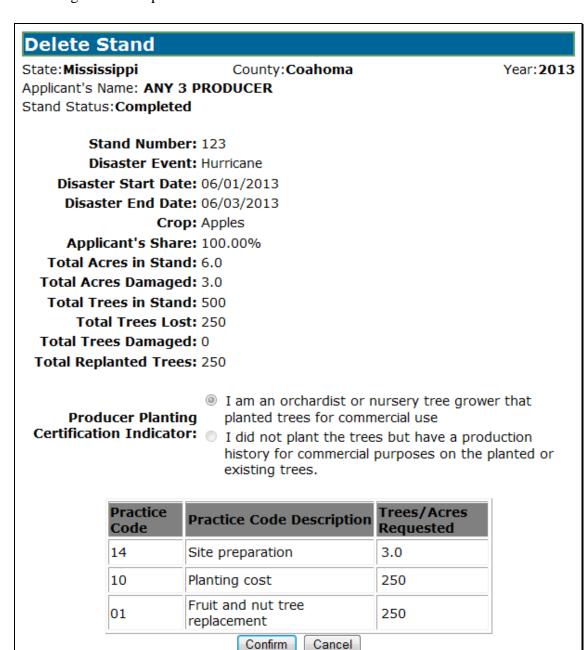
#### A Overview

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.



# 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	Displays total acres in stand entered on the Add New Stand (PART B)	
Stand	Screen.	
Total Acres	Displays total acres damaged entered on the Add New Stand (PART B)	
Damaged	Screen.	
Total Trees in	Displays total trees in stand entered on the Add New Stand (PART B)	
Stand	Screen.	
Total Trees Lost	Displays total trees lost entered on the Add New Stand (PART B)	
	Screen.	
Total Trees	Displays total trees damaged entered on the Add New Stand (PART B)	
Damaged	Screen.	
Total Replanted	Displays total replanted trees entered on the Add New Stand (PART B)	
Trees	Screen.	
Producer Planting	Displays producer planting certification indicator selected on the Add	
Certification	New Stand (PART B) Screen.	
Indicator		
Practice Code	Displays practice code selected on the Add Practice Information	
	(PART B) Screen.	
Trees/Acres	Displays trees/acres requested entered on the Add Practice Information	
Requested	(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.

Edit Practice Information(PART B)				
State: Mississippi	County: Coahoma Year: 2013			
Applicant's Name: ANY 3 PRODUCER Stand Status: Completed Stand Number 123				
Disaster Event: <b>Hurricane</b> Crop: <b>Apples</b>	Disaster Date: 06/01/2013-06/03/2013			
Practice Code:	01-Fruit and nut tree replacement ▼			
Trees Requested: 250				
Save Practice Cancel				

# 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	Manual entry.	Edit the number of trees
Requested		or acres that the applicant
g . P:		is requesting.
Save Practice	Saves the practice information as edited.	
	The Stand Summary Screen will be	
C 1	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:
	<ul> <li>"Initiated"</li> <li>"COC Determined"</li> <li>"Applicant Signed for Payment"</li> <li>"Completed".</li> </ul>
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	Displays disaster start date entered on the Add New Stand (PART B)
Date	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	Displays trees/acres requested entered on the Add Practice Information
Requested	(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.

Add Practice Information(PART B)						
State: Mississippi	County: Coahoma Year: 2013					
Applicant's Name: ANY 3 PRODUCER Stand Status: Completed Stand Number 123						
Disaster Event: <b>Hurricane</b> Crop: <b>Apples</b>	Disaster Date: 06/01/2013-06/03/2013					
Practice Code:	01-Fruit and nut tree replacement ▼					
Trees Requested:						
Save	Practice Cancel					

### **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:	
	(7. *** , 122	
	• "Initiated"	
	• "COC Determined"  "A nulling of Signard for Program and"	
	• "Applicant Signed for Payment"	
Stand Number	• "Completed".  Displays stand number entered on the Add	
Stand Number	New Stand (PART B) Screen.	
Disaster Event	Displays disaster event selected on the Add	
Disaster Event	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	
1	Stand (PART B) Screen.	
Practice Code	Manual selection.	Select the practice code
		from the drop-down list.
Trees/Acres	Manual entry.	Enter number of trees or
Requested		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)

#### Subsection 3 Editing, Deleting, and Adding COC Action/Determination

#### 311 Editing Stands for COC Action/Determination

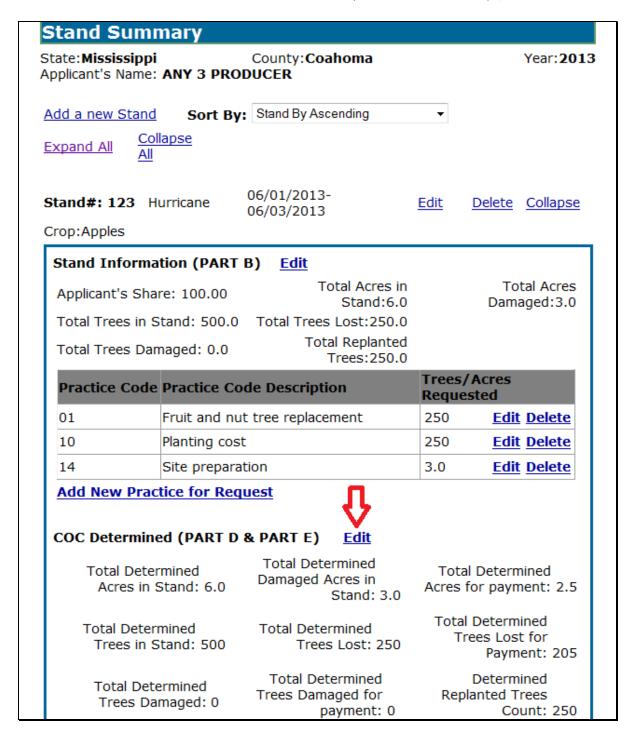
#### A Overview

\*--To access the Edit Stand for COC Action/Determination Screen, from the Stand Summary Screen, CLICK "Expand".



#### A Overview (Continued)

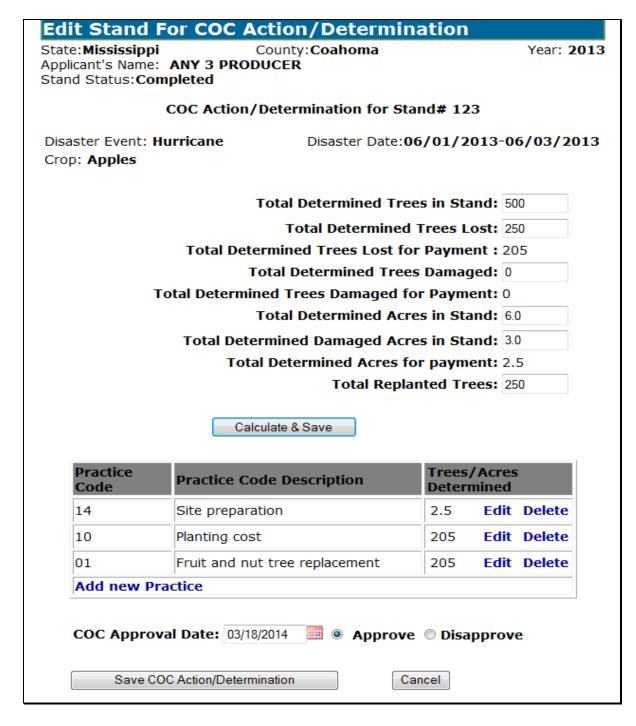
\*--The Stand Summary Screen will be redisplayed with the stand summary expanded on the screen. Scroll down and next to "COC Determined (PART D & PART E)", CLICK "Edit".



The Edit Stand for COC Action/Determination Screen will be displayed that 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.



### 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"	
Stand Number	• "Completed".  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.

Field/Button	<b>Description</b> Action			
Total	Calculated acc	cording	g to the following.	
Determined	IF the loss			
Trees Lost	is	THE	N	
for Payment	the first loss	multip	oly:	
	of the	_		
	calendar		otal Determined Trees in Stand,	
	year for the	tır	nes	
	stand	. 15	Correct plus normal martality	
		• 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.	
	a subsequent	Step	Action	
	loss for the	1	Multiply:	
	stand		T ( 1 D ( ) 1 T ( )	
			Total Determined Trees in Stand, times	
			Stand, times	
			• 15 percent.	
		2	Multiply:	
			Total Replanted Trees from	
			the current loss, times	
			normal mortality rata	
		3	normal mortality rate.  Add:	
		3	riud.	
			• step 1, plus	
			• step 2.	
			<b>Note:</b> If the loss threshold has	
			not been met, the Total	
			Determined Trees Lost	
			for Payment will be calculated as zero. The	
			system will <b>not</b> continue	
			to step 4.	

<b>Description</b> Action			Action
IF the loss			
is	THEN	<b></b>	
a	Step	Action	
subsequent	4	Add:	
loss for the			
stand		• 15 percent, plus	
(Continued)		<ul> <li>normal mortality rate.</li> </ul>	
	5	Multiply:	
		for the current loss, times	
	6	Subtract:	
		m . 15	
		,	
		minus	
		stan 5	
	7		
	,	widitiply.	
		sten 6 times	
			Enter number of
Trianiaa Cila y	•		damaged trees in the
			stand as determined
			by COC.
	a subsequent loss for the stand (Continued)	a Step subsequent loss for the stand (Continued)	IF the loss is  a 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.

Field/Button			Description	Action
Total	IF the loss			
Determined	is	THE	N	
Trees	the first loss	multij	oly:	
Damaged for	of the			
Payment	calendar	• To	otal Determined Trees in Stand, times	
(Continued)	year for the	• 15	percent plus normal mortality.	
	stand			
		Note:	If the loss threshold has not been met,	
			the Total Determined Trees Damaged	
			for Payment will be calculated as zero.	
	a	Step	Action	
	subsequent	1	Multiply:	
	loss for the			
	stand		• Total Determined Trees in Stand,	
			times	
			• 15 percent.	
		2	Multiply:	
			Total Replanted Trees from the	
			current loss, times	
			normal mortality rate.	
		3	Add:	
			• step 1, plus	
			• step 2.	
			<b>Note:</b> If the loss threshold has not been	
			met, the Total Determined Trees	
			*	
			Damaged for Payment will be	
			calculated as zero. The system	
			will <b>not</b> continue to step 4.	

Field/Button	<b>Description</b> Action			
Total	IF the loss			
Determined	is	THE		
Trees	a	Step	Action	
Damaged for	subsequent	4	Add:	
Payment	loss for the			
(Continued)	stand		• 15 percent, plus	
	(Continued)		<ul> <li>normal mortality rate.</li> </ul>	
		5	Multiply:	
			<ul> <li>Total Determined Trees Damaged for the current loss, times</li> <li>step 4.</li> </ul>	
		6	Subtract:	
			Total Determined Trees Damaged, minus	
			• step 5.	
		7	Multiply:	
			• step 6, times	
			• applicant share.	

Field/Button		Description	Action
Total	Manı	ıal entry.	Enter number of acres in
Determined			the stand as determined
Acres in Stand			by COC.
Total	Manı	ual entry.	Enter number of
Determined			damaged acres in the
Damaged Acres			stand as determined by
in Stand			COC.
Total	Calcu	ulated according to the following	
Determined	Step	Action	
Acres for	1	Add:	
Payment			
		• 15 percent, plus	
		normal mortality rate	
	2	Multiply:	
		• Total Determined Damaged Acres in	
		Stand, times	
		• step 1.	
	3	Subtract:	
		• Total Determined Damaged Acres in	
		Stand, minus	
		• step 2.	
Total Replanted	Manı	ial entry.	Enter number of trees
Trees		•	that have been replanted
			since the last loss on the
			stand.

Field/Button	Description	Action
Calculate and	Saves entries made on the screen and	
Save	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	Edit Practice Information
	practice.	for COC Action/Determination
		Screen will be displayed
		(see paragraph 312 for
		additional information).
Delete Practice	Manual selection to delete the selected	Delete Practice Information
	practice.	for COC
		Action/Determination
		Screen will be displayed
		(see paragraph 313 for additional information).
Add New	Manual selection to add a new practice to	Add Practice Information
Practice	the selected stand.	for COC
		Action/Determination
		Screen will be displayed
		(see paragraph 314 for additional information).
COC Approval	Manual selection.	Select the month, day, and
Date		year from the drop-down
		lists.
Approve/Disapp	Manual selection.	Click "Approve" or
rove		"Disapprove" radio button.
Save COC	Saves all data edited on the Edit Stand For	
Action/	COC Action/Determination Screen. The	
Determination	Stand Summary Screen will be displayed	
Cancel	(paragraph 287).  Returns to the TAP Application Summary	
Cancer	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.

Edit Practice Action/Dete	e Information ermination	n for COC	
State: <b>Mississippi</b>	County: Coahon	na	Year: <b>2013</b>
	e: ANY 3 PRODUC s: Completed Stand	ER d Number 123	
Disaster Event: Crop: <b>Apples</b>	Hurricane	Disaster Date: <b>06/</b>	01/2013-06/03/2013
Total Determine	ed Trees Lost for Pa ed Trees Damaged f ed Acres for paymen	or Payment: <b>0</b>	
	Practice Code:	01-Fruit and nut tree replac	ement 🔻
Tr	ees Determined:	205	
	Save P	ractice Cancel	

### 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)

Field/Button	Description	Action
Total Determined	Displays calculated Total Determined Trees Lost	
Trees Lost for	for Payment.	
Payment		
Total Determined	Displays calculated Total Determined Acres for	
Acres for Payment	Payment.	
Practice Code	Manual selection.	Edit the displayed
		practice code.
Trees/Acres	Manual entry.	Edit the number of
Requested		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.	

Year: 2013

#### 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.



State: County: Coahoma

Mississippi

Applicant's Name: ANY 3 PRODUCER

Stand Status: Completed

Stand Number 123

Disaster Event: Hurricane Disaster Date: 06/01/2013-06/03/2013

Crop: Apples

Total Determined Trees Lost for Payment: 205
Total Determined Trees Damaged for Payment: 0

Total Determined Acres for payment: 2.5

Practice Code: Fruit and nut tree replacement

Trees Determined: 205

Confirm Cancel

### 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	Displays name of the producer for which the application is being			
Name	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"			
Stand Number	• "Completed".			
Stand Number	Displays stand number entered on the Add New Stand (PART B) Screen.			
Disaster Event				
Disaster Event	Displays disaster event selected on the Add New Stand (PART B) Screen.			
Disaster Start	Displays disaster start date entered on the Add New Stand (PART B)			
Date	Screen.			
Disaster End	Displays disaster end date entered on the Add New Stand (PART B)			
Date	Screen.			
Crop	Displays crop selected on the Add New Stand (PART B) Screen.			
Total Determined	Displays calculated total determined trees lost for payment.			
Trees Lost for				
Payment				
Total Determined	Displays calculated total determined acres for payment.			
Acres for				
Payment				
Practice Code	Displays practice code selected on the Add Practice Information for			
	COC Action/Determination Screen.			
Trees/Acres	Displays trees/acres requested entered on the Add Practice Information			
Requested	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.

Add Practice Information for COC Action/Determination					
State: Mississippi	County: Coahoma	Year: <b>2013</b>			
Applicant's Name: ANY 3 PRODUCER Stand Status: Completed Stand Number 123					
Disaster Event: <b>Hurricane</b> Crop: <b>Apples</b>	Disaster Date: 06/0	01/2013-06/03/2013			
Total Determined Trees Lost for Payment: 205 Total Determined Trees Damaged for Payment: 0 Total Determined Acres for payment: 2.5					
Practice (	Code: 01-Fruit and nut tree replace	ement ▼			
Trees Determ	nined:				
	Save Practice Cancel				

### 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	Displays calculated Total Determined Trees	
Trees Lost for	Lost for Payment.	
Payment		
Total Determined	Displays calculated Total Determined Acres	
Acres for Payment	for Payment.	
Practice Code	Manual selection.	Select COC practice
		code.
Trees/Acres	Manual entry.	Enter number of trees or
Requested		acres that COC is
		approving.
Save Practice	Saves the practice information as entered.	
	The Stand Summary Screen will be	
	displayed (paragraph 287).	
Cancel	Returns to the TAP Application Summary	
	Screen without saving data entered on the	
	Add Practice Information for COC	
	Action/Determination Screen.	

### **315-325** (Reserved)

#### 326 Editing Payment Eligibility

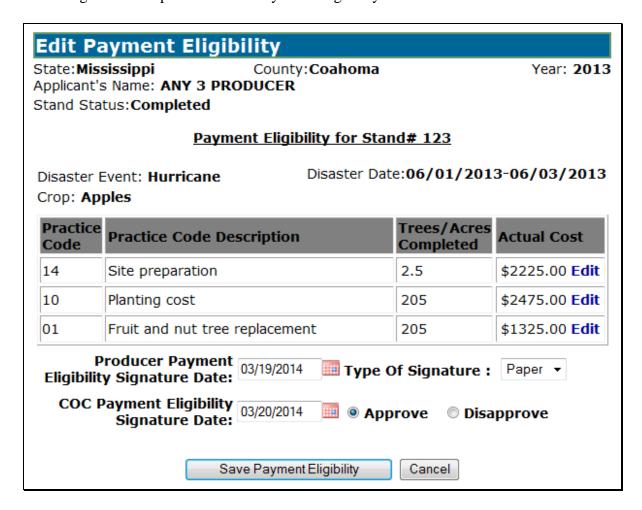
#### A Overview

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

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

#### **B** Edit Payment Eligibility Screen

Following is an example of the Edit Payment Eligibility Screen.



### 326 Editing Payment Eligibility (Continued)

# C Field Descriptions and Actions

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

Field/Button	Description	Action		
State	Displays State selected on the State,			
	County and Program Year Selection			
	Screen.			
County	Displays county selected on the State,			
	County and Program Year Selection			
	Screen.			
Year	Displays calendar year selected on the			
	State, County and Program Year Selection			
	Screen.			
Applicant's Name	Displays name of the producer for which			
	the application is being updated.			
Stand Status	Displays completion status of the stand.			
	Following are the eligible status that may			
	be displayed:			
	• "Initiated"			
	• "COC Determined"			
	"Applicant Signed for Payment"			
	"Completed".			
Stand Number	Displays stand number selected from the			
	Stand Summary Screen.			
Disaster Event	Displays disaster event selected for the			
	stand.			
Disaster Date	Displays disaster dates entered for the			
	stand.			
Crop	Displays crop from the selected stand.			
Practice Code	Displays COC approved practice codes			

# 326 Editing Payment Eligibility (Continued)

Field/Button	Description	Action
Trees/Acres	If applicable, displays trees/acres	
Completed	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	Manual selection.	Select the month, day,
Eligibility Signature		and year from the
Date		drop-down lists.
Type of Signature	Manual selection of a list of applicable	Select the signature type
	signature types.	from the drop-down list.
COC Payment	Manual selection.	Select the month, day,
Eligibility Signature		and year from the
Date		drop-down lists.
Approve/Disapprove	Manual selection.	Click "Approve" or
		"Disapprove" radio
		button.
Save Payment	Saves all data edited on the Edit Payment	
Eligibility	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	Displays calculated total determined trees lost	
Determined	for payment.	
Trees Lost for		
Payment		
*Total	Displays calculated total determined trees	
Determined	damaged for payment*	
Trees Damaged		
for Payment		
Total	Displays calculated total determined acres for	
Determined	payment.	
Acres for		
Payment		
Practice Code	Displays selected practice code.	
*Replacement	Drop-down list of TAP eligible crops.	Select replacement crop,
Crop		as applicable, according
		to subparagraph 153 C.
Practice Rate	Prepopulated with the practice rate for the	Enter practice rate, as
	original crop.	applicable, according to
		paragraph 152*
	May be overridden with the practice rate for	
	the replacement crop, only if there is a	
	replacement crop selected.	
	Overridden value cannot exceed the original	
	practice rate	
Trees * * *	Manual entry.	Enter number of trees or
Completed	ivianuai enti y.	acres that the applicant
Completed		completed for the
		selected practice.
Actual Cost	Manual entry.	Enter the actual cost for
Tietuur Cost	Triandar Chiry.	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)

#### **Subsection 5** Nationwide Customer Service

#### 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.

State, County and Program Year Selection				
State:				
County: -				
Program Year: 2014 ▼				
Submit Cancel				

#### 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.

Bulk COC Approval/Disapproval for TAP Payment						
Program Year: 20	13	State:	Mississippi		County:	Coahoma
COC Signat D	ture ate:		Appr	ove Al	ll <u>Disapprov</u>	e All
ProducerName: AN	NY 1 PRODU	CER				
Stand#2 Crop:Grapefru	Disaster Date: 08/20/13	Disaste	er Event: App	rove 🗆	Disapprove	
ProducerName: ANY 2 PRODUCER						
Stand#1 Crop:Amonds	Disaster Date: 05/01/13	Disaste	er Event: App Hurri App	rove	Disapprove	
		Submit	Car	ncel		

### 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)

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.

Bulk Payment Eligibility Approval/Disapproval						
Program Year: 2013	State: Mississippi	County: Coahoma				
COC Signature Date:	Approve	All Disapprove All				
ProducerName: ANY 1 PRODUCER						
Stand#2 Crop:Grapefru Date: 08/20/1		Disapprove				
ProducerName: ANY 2 PRODUCER						
Stand#1 Crop:Amonds Date: 05/01/1		Disapprove				
	Submit					

### 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	Manual entry.	Select the month, day,
Date		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	1 3 11	
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/	Manual selection.	Click "Approve" or
Disapprove		"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)

# 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.

Bulk Electronic COC Approval/Disapproval for TAP Payment			
Program Year: 2013	State: Mississippi	County: Coahoma	
COC Signature Date: 03/27/	/2014 (Current Date) Appro	ove All Disapprove All	
ProducerName: ANY 1 PRODU			
Stand#2 Crop:Grapefru Disaster Date: 08/20/13		☐ Disapprove	
ProducerName: ANY 2 PRODU			
Stand#1 Crop:Amonds Disaster Date: 05/01/13		Disapprove	
	Submit		

# 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 " <b>Disapprove All</b> " 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.

Bulk Electronic Payment Eligibility Approval/Disapproval					
Program Year: 2013	State: Mississippi County: Coahoma				
COC Signature Date: 03/27/	2014 (Current Date) Approve All Disapprove All				
ProducerName: ANY 1 PRODU	JCER				
Stand#2 Crop:Grapefru Disaster Date: 08/20/13					
ProducerName: ANY 2 PRODUCER					
Stand#1 Crop:Amonds Disaster Date: 05/01/13	A				
	Submit				

# 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	Displays State selected on the State, County	
Year	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	Displays current system date.	
Signature		
Date		
Approve All	Manual selection.	CLICK "Approve All" to
		approve all listed applications.
Disapprove	Manual selection.	CLICK " <b>Disapprove All</b> " to
All		disapprove all listed
		applications.
Producer	Displays name of the applicant.	
Name		
Stand	Displays stand number entered on the Add	
Number	New Stand (PART B) Screen.	
Crop	Displays crop selected on the Add New	
	Stand (PART B) Screen.	
Disaster	Displays disaster dates entered on the Add	
Date	New Stand (PART B) Screen.	
Disaster	Displays disaster event selected on the Add	
Event	New Stand (PART B) Screen.	
Approve/	Manual selection.	Click "Approve" or
Disapprove		"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)

# **Subsection 8 Reports**

# 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.

Select Report
State: Mississippi County: Coahoma Year: 2013 COUNTY OFFICE TAP Reports Selection Criteria
© CCC-899
1. All Stands Approved for Payment  Approved Start Date:  Approved End Date:
2. All Applications Initiated but No Applicant Signature Date Entered
3. All Stands with an applicant Signature Date but No COC Representative Signature Date
4. All Stands with COC Representative Signature Date but No Stand Information Applicant Signature Date
5. All Stands with COC Representative Signature Date but No applicant Payment Signature Date Report
6. All Stands with applicant Payment Signature Date but no COC or Designee's Payment Approval     Date Report
7. Deleted Stands Report
8. All Disapproved Stands Report  Disapproved Start Date:  Disapproved End Date:
9. Application Status Report
10. Applications Suspended Due to System Table Changes
State and County Selection Create Report

# 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	Select report.	Report will be displayed
Payment		providing a list of all stands that
	<b>Note:</b> The report can also	are approved for payment in
	be limited by month	alphabetical order by applicant
	or date of approval.	name.
	Select report and change	Report will be displayed
	sort order to sort by	providing a list of all stands that
	payment approval date.	are approved for payment in
		order of approval date, earliest to
	<b>Note:</b> The report can also	latest.
	be limited by month	
	or date of approval.	
All Applications Initiated	Select report.	Report will be displayed
but No Applicant Signature		identifying applications that have
Date Entered		been entered into the system, but
		are missing the Stand
		Information signature date.
All Stands with an Applicant	Select report.	Report will be displayed
Signature Date but No COC		identifying stands that are
Representative Signature		missing a COC Determination
Date		Date.
All Stands with COC	Select report.	Report will be displayed
Representative Signature		identifying stands that contain a
Date but No Stand		COC Determination Date but are
Information Applicant		missing a Stand Information
Signature Date		signature date.
All Stands with COC	Select report.	Report will be displayed
Representative Signature		identifying stands that are
Date but No Application		missing a Payment Eligibility
Payment Signature Date		Signature Date.
Report		

# **366** TAP Reports (Continued)

# C Description of Reports (Continued)

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

# **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 must be made on FSA-13-A, System Access Request Form, and emailed to ESC.AM@kcc.usda.gov.--\*

#### 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/applications.asp. From the FSA Intranet Screen, under "FSA Applications" "Applications Directory", CLICK "P-Z". The FSA Intranet Screen will be redisplayed with applications with names started from P to Z. Scroll down--\* and 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.

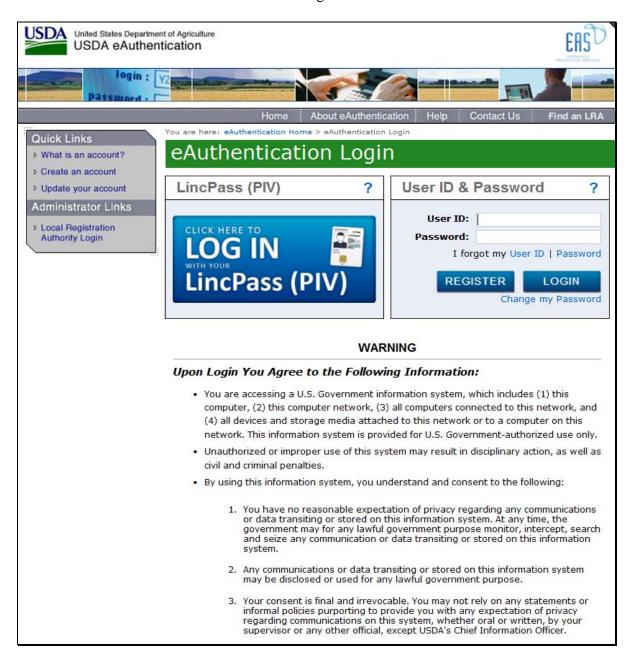


#### 376 State Office Administrative Access to TAP Web Site (Continued)

#### **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

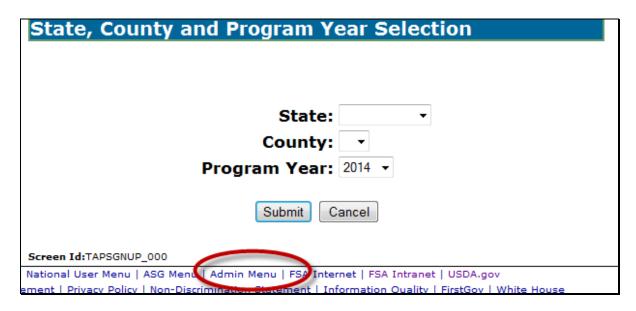
#### A Overview

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.



\*--Note: Program year 2011 is split into 2 program years, as follows:

- 2011A applies to losses from January 1 through September 30, 2011
- 2011B applies to losses from October 1 through December 31, 2011.--\*

#### 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.

# Administrator Main Menu Manage Master Data

Mortality Rates

# 379 Mortality Rate Maintenance

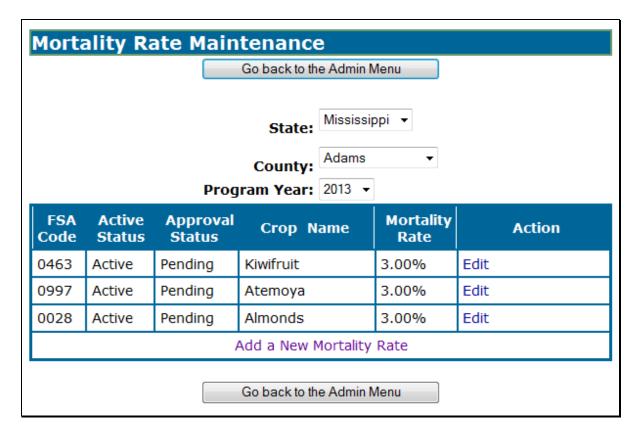
#### A Overview

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	n year to be updated.	
FSA Code	Crop code assigned to the listed crop will be displayed.			
Active Status	Indicates either "Active" or	IF	THEN	
	"Inactive". Mortality rates	If the rate is	applications cannot be	
	cannot be deleted.	in an inactive	taken for that crop;	
		status	applications can only be	
			taken for crops with active	
			approved mortality rates.	
		If a mortality	the active status should be	
		rate no	changed to inactive	
		longer	through the edit mortality	
	V 1:	applies	rate process.	
Approval	Indicates either "Pending" or	If rate is in a pending status, application		
Status	"Approved".	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.	with active ap	proved mortanty rates.	
Mortality Rate	Mortality rate that was entered			
Mortality Kate	for the crop will be displayed.			
Action	Users can edit an existing rate.	Saa paragraph	290 for additional	
Action	Osers can eatt an existing rate.	See paragraph 380 for additional information on editing existing rates.		
Add a New	Add Mortality Rate Screen will	<del>-</del>		
Mortality Rate	be displayed. Users can add	information on adding mortality rates.		
	additional mortality rates.		J J	
Go Back to the	Administrator Main Menu will			
Admin Menu	be displayed.			

# 380 Editing Mortality Rates

#### A Overview

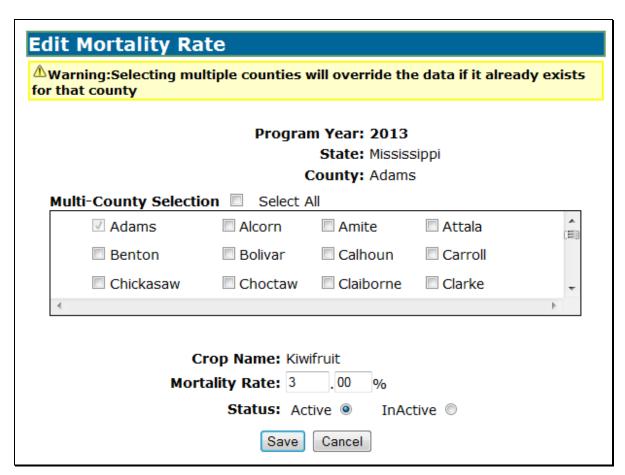
The Edit Mortality Rate Screen allows State Office users to edit existing mortality rates for a particular type of tree.

#### **B** Edit Mortality Rate Screen

Following is an example of the Edit Mortality Rate Screen.

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

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

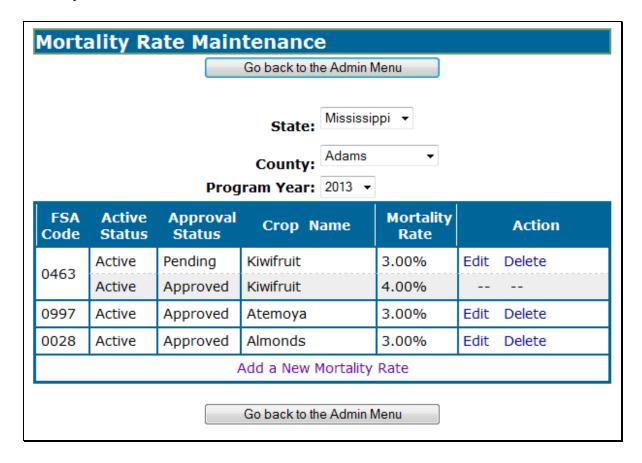


# **380** Editing Mortality Rates (Continued)

## C Editing Approved Mortality Rates

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

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



# 381 Adding Mortality Rates

#### A Overview

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

## **B** Add Mortality Rate Screen

Following is an example of the Add Mortality Rate Screen.

Use the drop-down 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).

<b>Add Mortality</b>	Rate
Program Year: State:	2013 Mississippi
County:	Adams ▼
Crop Name:	Almonds ▼
Mortality Rate:	. %
Status: Ac	tive  InActive
Save	Cancel

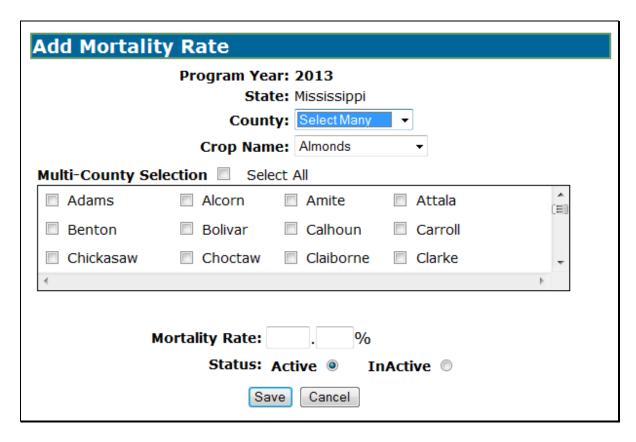
# **381** Adding Mortality Rates (Continued)

#### 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  $(\checkmark)$  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 \* \* \* 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	Compliant - Producer	Yes	
	Compliant – Agent	Yes	
<b>Note:</b> The average AGI of an	Exempt	Yes	
individual or legal entity cannot exceed \$900,000.	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 -	In Compliance	Yes
Farm/Tract Eligibility	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 2011-2016.

The Bipartisan Act of 2018 removed the payment limitation for 2017 and future TAP payments.--\*

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.

**Note:** Applicable to losses sustained during program year 2011 B (October 1 through December 31, 2011), and future years. Program year 2011 B TAP will use the program year 2011A payment limitation record that is \$100,000. If a producer will exceed \$100,000 in 2011, the producer's payment limitation record **must** be manually increased.

#### 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, PDD will work with OBF to obtain additional funds, if possible. PDD 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 PDD, State Offices shall advise--\* PECD of the situation by contacting **all** of the following employees:

- Lisa Berry by e-mail to <u>lisa.berry@usda.gov</u>
- Tim Gravlin by email to tim.gravlin@usda.gov

\* \* \*

- Tina Nemec by e-mail to tina.nemec@usda.gov
- Lenior Simmons by e-mail to <u>lenior.simmons@usda.gov</u>.

# 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	How Information is Used for Payment	G
Information	Processing	Source
CCC-899	To compute the payment amount for the producer.	Web-Based TAP
Data		Application Software
Payment	To determine whether the producer and members of	Web-Based Eligibility
Eligibility	a joint operation are eligible for payment for the	System
Information	year in which CCC-899 was filed.	
General	To determine the producer's business type and	SCIMS
Name and	general name and address information.	
Address		
Information		
Entity and	To determine the following for the year in which	Business File System
Joint	CCC-899 is filed:	·
Operation		
Information	member contribution value	
	• substantive change value	
	• members and members share of the following:	
	memoers and memoers share or the rone wing.	
	general partnership	
	• joint ventures	
	• entities.	
Combined	To:	Combined Producer
Producer	10:	
	1. 1.4.4 TAD 1	System
Information	• 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.	
Available	To determine payment limitation availability.	Payment Limitation
Payment		System
Limitation		
Financial	Calculated payment information is provided to	NPS or NRRS
Related	NPS. Determined overpayment amount is provided	
Information	to 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.
	N 4 G 2 DI (D 1)
	Note: See 3-PL (Rev. 1).
6	Ensure that the Business File System is updated correctly for the applicable year
7	according to 5-PL.
/	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.
0	Ensure that combined producer mes 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.
	products of memoers 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 massar and descriptionalizable because of substitions aliability massicions if
	• 1 reason producer is ineligible because of subsidiary eligibility provisions, if applicable.
7	Direct attribution will determine the following:
,	Direct autibution win 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 <b>not</b> require any County Office user interaction. The following will occur automatically:
	<ul> <li>payments will be sent to NPS for certification and signature</li> <li>overpayments will be sent to NRRS.</li> </ul>
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 <b>cannot</b> 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.
	<b>Note:</b> See 9-CM, paragraph 66 for information about the Nonpayment Report.
Tertiary	The TAP payment system will periodically recalculate all payments.

#### \*-- C Sequestering TAP Payments

The Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011, requires a reduction in payments, also known as a sequester. Whether a payment is sequestered or not depends on when the funding was "obligated". Obligations are a behind-the-scenes process where the funding is reserved based on what the total possible expenditures of the program will be or the value of the contract or application when it is approved.

Applying sequestration is the last step in the payment process after all reductions have been applied, including payment limitation, and before the payment amount is sent to NPS. The amount is applied at the payment entity level and is not attributed to members.

**Note:** The sequestration reduction amount will be displayed on the Payment History Report.--\*

# 404 Issuing TAP Payments (Continued)

# **D** Sequestration Percentage

The sequestration percentage is based on the original approval date of the TAP application. This table provides the sequestration percentage based on the applicable original approval date for the TAP application regardless of the program year of the contract.

Original Approval Date	Sequestration Percentage
October 1, 2014 to September 30, 2015	7.3 percent
October 1, 2015 to September 30, 2016	6.8 percent
October 1, 2016 to September 30, 2017	6.9 percent
October 1, 2017 to September 30, 2018	6.6 percent
*October 1, 2018 to September 30, 2019	6.2 percent
October 1, 2019 to September 30, 2020	5.9 percent
October 1, 2020 and Future	5.7 percent*

# 405-410 (Reserved)

# Section 2 Report CCC-899E, Estimated Calculated Payment Report

# 411 Information Displayed on ECPR

# A Overview

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

		<b>CCC-899</b>			
Field	Description				
Program Year	Year associated with CCC-899 that was filed by the affected	1C			
D N	producer.				
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.	2A			
	<b>Note:</b> The producer's name will only be displayed on the first page, if multiple pages exist for a producer.				
Applicant's	Address of the applicant associated with the selection.	2B			
Address					
Application	Number assigned by the system.				
Number					
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	The normal mortality rate for the crop.				
Mortality					

# 411 Information Displayed on ECPR (Continued)

# **B** ECPR Content (Continued)

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

# 411 Information Displayed on ECPR (Continued)

# **B** ECPR Content (Continued)

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

# 411 Information Displayed on ECPR (Continued)

# \*--C Example of ECPR

The following is an example of the TAP ECPR.

Page: 3 of 6 Date: 06/26/2018

 State:
 FL

 County:
 Dade, Monroe

 Report ID:
 CCC-899E

United States Department of Farm Service Agency 2017 Tree Assistance Program Estimated Calculated Payment Report

Ima Farmer
1212 Farmer Lane
Kansas City, KS 66111
Application Number: 5446

Notice of Loss #1

 Stand Number:
 210
 Disaster Event:
 Fire

 Disaster Dates:
 01/21/2017 to 01/21/2017
 Crop Name:
 Almonds

 Stand Status:
 Completed
 Normal Mortality: 3.0

	Acres							
Total Determined T	rees in Stand	1,000	Total Deter	Total Determined Acres in Stand			10	
Total Determined Lost Trees in Stand			750	Total Deter	Total Determined Damaged Acres in			10
Total Determined Lost Trees for Payment			615	Total Determined Acres for Payment				8.2
Total Determined D	amaged Trees	in Stand	200					
Total Determined Deayment	amaged Trees	for	164					
Practi Maximum	Approved	Produce	Maximum	Trees/Acre		Producer	Paymen	

Practi ce Code	Maximum Practice Rate (\$)	Approved Trees/Acre s for Practice	Produce r Share (%)	Maximum Projected Payment Amount (\$)	Trees/Acre s Completed	Actual Cost (\$)	Producer Share (%)	Paymen t Level (%)	Actual Cost for Practice (\$)
01	\$ 8.00	615	100 %	\$4,920.00	615	\$4,950.00	100 %	65 %	\$ 3,217.50
02	\$ 15.00	164	100 %	\$ 2,460.00	164	\$ 2,500.00	100 %	50 %	\$1,250.00
10	\$ 2.00	615	100 %	\$1,230.00	615	\$ 1,250.00	100 %	65 %	\$ 812.50
11	\$ 7.00	164	100 %	\$1,148.00	164	\$1,175.00	100 %	50 %	\$ 587.50
14	\$ 500.00	8.2	100 %	\$4,100.00	8.2	\$ 4,500.00	100 %	50 %	\$ 2,250.00

Estimated Payment Amount - \$8,118.00

Total Estimated Payment for All Approved \$8,118.00

Calculation Explanation:

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

"Producer Share"

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

Estimated Payment Determined by adding the lesser of the "Maximum Projected Payment Amount" and "Actual Cost for

Practice" for each Practice Code.

DISCLAIMER: The payment data reflected on this report includes estimated payment amounts and may vary due to changes in tree

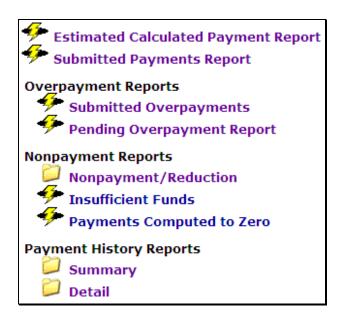
losses, share, producer program eligibility, and payment limitation.

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

#### 412 **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.

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

### 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.

		Display	
Number	Title	Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and		123, 401,
	Wetland Conservation (WC) Certification		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-770	TAP Checklist	155	
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		33, 122
FSA-850	Environmental Screening Worksheet		5, 63, 125
NRCS-CPA-052			125

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

## **Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

Approved		
<b>Abbreviations</b>	Term	Reference
2002 Farm Bill	The Farm Security and Rural Investment Act of 2002	401
	(Pub. L. 107–171)	
2014 Farm Bill	Agricultural Act of 2014 (Pub. L. 113-79)	1, 2, 121
DAS	Disaster Assistance Section	33
EA	Environmental Assessment	125
ECPR	Estimated Calculated Payment Report	411
HTML	hyper-text markup language	271,376
NEPA	National Environmental Policy Act	2, 125
PPB	Program Policy Branch	33
SEC	State Environmental Coordinator	5, 125
SND	Safety Net Division	31

# **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.	5, 61
<b>Note:</b> PT's shall <b>not</b> be delegated authority to disapprove any CCC-899's.	

#### **Definitions of Terms Used in This Handbook**

#### Bush

<u>Bush</u> means a low, branching, woody plant from which, at maturity of the bush, an annual fruit or vegetable crop is produced for commercial purposes, such as a blueberry bush. The definition does not cover plants that produce a bush after the normal crop is harvested such as asparagus.

### **Commercial Use**

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

### **Commercially Viable**

\*--Commercially viable means an eligible tree, bush, or vine, though damaged, that can rejuvenate and return to an acceptable level of commercial production at some time with rehabilitation and without replanting. A commercially viable tree, bush, or vine, regardless of the extent of damage or years of reduced production, is always excluded and never included as part of mortality under 7 CFR § 1416.403.--\*

### **County Committee (COC)**

**COC** means the respective FSA COC.

### **County Office**

<u>County Office</u> means the FSA or USDA Service Center that is responsible for servicing the farm on which trees, bushes, or vines are located.

### **Cutting**

<u>Cutting</u> 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 Nursery Tree Grower**

<u>Eligible Nursery Tree Grower</u> means a person or legal entity that produces nursery, ornamental, fruit, nut, or Christmas trees for commercial sale.

### **Eligible Orchardist**

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

### **Definitions of Terms Used in This Handbook (Continued)**

#### **Farm**

<u>Farm</u> means, for determining TAP eligibility, a tract or tracts of land that are considered to be a separate operation. Where multiple tracts of land are to be treated as 1 farm, the tracts must have the same operator, and must also have the same owner, except that tracts of land having different owners may be combined if all owners agree to the treatment of multiple tracts as 1 farm. Each farm has an identifier of "farm serial number". See 10-CM.

### **Fruit Tree**

<u>Fruit tree</u> 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.

#### Lost

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

### Mortality

<u>Mortality</u> means tree, bush, or vines that died 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 Deputy Administrator.--\*

**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 Damage

<u>Normal damage</u> means the percentage, as established for the area by the FSA STC, of trees, bushes, or vines in the stand that would normally be damaged during a calendar year for a producer.

### **Normal Mortality**

Normal mortality means the percentage, as established for the area by the FSA STC, of expected lost trees, bushes, or vines in the stand that normally occurs during a calendar year for a producer. This term refers to the number of whole trees, bushes, or vines that are destroyed or damaged beyond rehabilitation. Mortality does **not** include partial damage such as lost tree limbs.--\*

\* \* \*

### **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**

\*--<u>Program year</u> means the 12-month calendar year in which the natural disaster event occurs.--\*

### Seedling

<u>Seedling</u> 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.

#### Stand

<u>Stand</u> 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.

### **Timber**

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

#### Tree

<u>Tree</u> 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.

#### Vine

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

# **Menu and Screen Index**

This table lists the screens displayed in this handbook.

Menu or		
Screen	Title	Reference
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	Edit Practice Code Payment Eligibility Screen	327
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