

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 2

Approved by: Deputy Administrator, Farm Program



Amendment Transmittal

A Reasons for Amendment

Subparagraph 154 A has been amended for clarity.

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

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

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1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index

Part 1 Handbook Purpose and Responsibilities

1 Handbook Purpose and Coverage

A Handbook Purpose

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

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
TAP appeals	1-APP.
State and County Office records operations	25-AS.
signatures, power of attorney, name and address, controlled substance, deceased individuals, or closed estates	1-CM.
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establishing and reporting debts in CRS	67-FI.
information policies and procedures or information available to the public	1-INFO or 2-INFO.
AGI/payment limitation or person determinations for 2008	1-PL.
eligibility flags or payment limitation allocations	2-PL.
web-based subsidiary files	3-PL.
AGI/payment limitation for 2009 and subsequent years	4-PL.

2 Authority

A Statutory Authority and Funding

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

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

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

B Regulatory Authority

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

153 TAP Practice Completion and Expiration (Continued)**D Cost Documentation**

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

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

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

- maintain any books, records, and accounts supporting any information furnished for 3 years following the end of the calendar year that the request for payment was filed
- allow authorized representatives of USDA and OIG, during regular business hours, to inspect, examine, and make copies of such books or records, and to enter upon, inspect and verify **all** applicable acreage where the applicant has an interest for the purpose of confirming the accuracy of information provided by or for the applicant.

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

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

154 Payment Policy

A Duplicate Benefits

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

The following table provides guidance if an eligible owner:

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

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

381 Adding Mortality Rates (Continued)

C Select Many

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

Users can CHECK (✓) either of the following:

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

The screenshot shows the 'Add Mortality Rate' interface. At the top, it identifies the user as 'Role:Administrator'. The main form fields are:

- Program Year:** 2008
- State:** Mississippi
- County:** Select Many (dropdown menu)
- Crop Name:** Almonds (dropdown menu)
- Multi-County Selection:** Includes a 'Select All' checkbox and a scrollable list of counties with checkboxes: Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, and Clarke.
- Mortality Rate:** Two input boxes followed by a '%' sign.
- Status:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Buttons:** 'Save' and 'Cancel'.

 The footer of the screen displays 'Screen Id:TAPADM_0017'.

382-400 (Reserved)

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

Section 1 Basic 2008-2011 TAP Payment Processing

401 General Payment Provisions

A Introduction

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

B Obtaining FSA-325's

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

C Administrative Offset

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

D Assignments

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

E Bankruptcy

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

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

*--401 General Payment Provisions (Continued)

F eFunds Control for 2008-2011 TAP Payments

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

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

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

G Requesting eFunds for 2008-2011 TAP Payments

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

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

H Determining Payment Eligibility

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

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

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

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

H Determining Payment Eligibility (Continued)

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

I Eligibility Condition Priority

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

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

--401 General Payment Provisions (Continued)*J Payments Less Than \$1**

The 2008-2011 TAP payment processes will:

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

K Prompt Payment Due Dates

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

- date the producer provides a properly completed FSA-899 and all supporting documentation required to issue the payment
- all OGC referrals are completed
- participant appeals are finalized.

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

L Payment Limitation Rules

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

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

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

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

***--402 Payments Processing**

A Supporting Files for Integrated Payment Processing

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

Type of Information	How Information is Used for Payment Processing	Source
FSA-899 Data	To compute the payment amount for the producer.	Web-Based TAP Application Software
Payment Eligibility Information	To determine whether the producer and members of a joint operation (for 2009 and future) are eligible for payment for the year in which FSA-899 was filed.	Web-Based Eligibility System
General Name and Address Information	To determine the producer's business type and general name and address information.	SCIMS
Entity and Joint Operation Information	To determine the following for the year in which FSA-899 is filed: <ul style="list-style-type: none"> • member contribution value • substantive change value • for 2008 and 2011 TAP, members and members share of the following: <ul style="list-style-type: none"> • general partnership • joint ventures • entities (starting with 2009 TAP). 	Entity and Joint Operation Control County Mainframe Record
Combined Producer Information	To determine whether the TAP producer or members of entities or joint operations are combined with other producers To ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	To determine payment limitation availability.	Payment Limitation System
Financial Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is provided to NRRS.	NPS or NRRS

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*--402 Payments Processing (Continued)

B Prerequisites for Issuing Payments

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

Step	Action
1	Ensure that FSA-899 has been approved and approval date has been recorded into the system according to Part 10, subsections 6 and 7.
2	Ensure that: <ul style="list-style-type: none"> • AD-1026 is on file for the applicable year for producers seeking benefits • eligibility information is recorded in the web-based eligibility system.
3	Ensure that the following is on file for legal entities: <ul style="list-style-type: none"> • CCC-502, as applicable, for 2008, according to 1-PL • CCC-901 for 2009-2011, according to 4-PL.
4	For producers seeking benefits, ensure that that certification information is recorded in the web-based eligibility system and that the following is on file: <ul style="list-style-type: none"> • CCC-526 for 2008, according to 3-PL • CCC-926 for 2009-2011, according to 3-PL (Rev. 1).
5	Ensure that all eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. Note: For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
6	Ensure that the joint operation and entity files are updated correctly for the applicable year according to 2-PL.
7	Ensure that member contribution and substantive change values are updated according to 4-PL. Note: Applicable to 2009-2011 only .
8	Ensure that combined producer files are updated correctly for the applicable year. Note: For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
9	Ensure that all adjustments to payment limitation have been updated for the producer or members of joint operations. Note: For 2008, see 3-PL; for 2009-2011, see 3-PL (Rev. 1).
10	Ensure that all assignment and joint payees have been updated in FSA Financial Services if CCC-36, CCC-37, or both that are filed for 2008-2011.

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--402 Payments Processing (Continued)*C 2008-2011 TAP Payment Rates**

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

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

D 2008-2011 TAP Payment Calculations

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

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

*--402 Payments Processing (Continued)

E Computing Payment and Overpayment Amounts

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

Step	Action
1	Payment is triggered according to paragraph 403.
2	Determine if there is an unsigned TAP payment for the producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the producer according to subparagraph 402 D.
4	Determine if the producer is an entity or joint operation, and if so, obtain member information.
5	Determine if the producer and/or members are eligible for payment.
6	Provide the following to the direct attribution process for producer: <ul style="list-style-type: none"> • gross payment amount • 1 reason producer is ineligible because of subsidiary eligibility provisions, if applicable.
7	Direct attribution will determine the following: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • NPS • NRRS.
10	Update the Nonpayment Register with applicable information.
11	Update the Payment History with applicable information.

--*

***--403 Issuing 2008-2011 TAP Payments**

A Triggering Payments

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

B Types of Triggers

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

Trigger	Description
Initial	After release of the payment software, a process will automatically run to determine all FSA-899's that are approved for payment. This will initiate the process described in subparagraph 402 E and does not require any County Office user interaction. The following will occur automatically: <ul style="list-style-type: none"> • payments will be sent to NPS for certification and signature • overpayments will be sent to NRRS.
Primary	After the initial payments are triggered, subsequent payments will be initiated when County Office users approve FSA-899's. Entering the COC approval date initiates the payment process for the selected FSA-899's.
Secondary	Payments that cannot be issued during any payment process are sent to the Nonpayment Report. If a condition causing the producer to be on the Nonpayment Report is corrected, the payment will be triggered to reprocess to determine if the payment can be issued. <p>Note: See 1-SURE, paragraph 721 for information about the Nonpayment Report.</p>
Tertiary	The TAP payment system will periodically recalculate all payments.

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404-410 (Reserved)

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

411 Information Displayed on ECPR

A Overview

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

B ECPR Content

The following information will be displayed on ECPR’s.

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

Field	Description	FSA-899 Item
Program Year	Year associated with FSA-899 that was filed by the affected producer.	1C
Program Name	Defaults to Tree Assistance Program.	
State	State as selected.	
County	County as selected.	
Report ID	Defaults to FSA-899E.	
Producer Name	Name of the applicant associated with the selection. Note: The producer’s name will only be displayed on the first page, if multiple pages exist for a producer.	2A
Producer Address	Address of the applicant associated with the selection.	2B
Application Number	Number assigned by the system.	
Notice of Loss #	Notice of Loss number associated with FSA-899.	
Stand Number	Stand number associated with the loss.	7
Disaster Event	Disaster event.	4
Disaster Dates	Date associated with the disaster event.	5
Crop Name	Crop for which the producer is applying for a TAP payment	6
Stand Status	The completion status of the stand. One of the following will be displayed: <ul style="list-style-type: none"> • “Initiated” • “COC Determined” • “Applicant Signed for Payment” • “Completed”. 	
Normal Mortality	The normal mortality rate for the crop.	

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*--411 Information Displayed on ECPR (Continued)

B ECPR Content (Continued)

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

--*

*--411 Information Displayed on ECPR (Continued)

B ECPR Content (Continued)

Field	Description	FSA-899 Item
Approved Trees/Acres for Practice	Number of trees/acres approved by COC for each practice.	32
Producer Share	Producer’s share of the stand.	8
Maximum Projected Payment Amount	Maximum amount of the payment calculated for each practice. The amount is calculated by multiplying the following: <ul style="list-style-type: none"> • Approved Trees/Acres for Payment times • Producer Share times • Maximum Practice Rate for practice. 	
The following will be displayed after the actual costs have been entered on FSA-899.		
Tree/Acres Completed	Number of trees/acres completed by the producer for each practice.	40
Actual Cost	Actual cost for the practice based on documentation received from the producer.	41
Producers Share	Producer’s share of the stand.	8
Payment Level	Payment level approved for the practice.	
Actual Cost for Practice	Amount of the actual costs eligible for payment. The amount is calculated by the following: <ul style="list-style-type: none"> • Actual Costs times • Producer Share times • Payment Level. 	
Total Estimated Payment Amount	Lesser of the “maximum projected payment” and the “actual cost for practice”, per practice code line item, are totaled. <p>Note: If no “actual costs” have been entered, this amount will be the total of the maximum projected payment amounts for each practice.</p>	
Calculation Explanation	The explanation will be displayed on the last ECPR printed for the producer.	

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*--411 Information Displayed on ECPR (Continued)

C Example of ECPR

The following is an example of ECPR.

State: MS County: Coahoma Report ID: FSA-899E Ima A Producer 123 Main Street Any City, ST XXXXX	United States Department of Agriculture Farm Service Agency 2008 Tree Assistance Program Estimated Calculated Payment Report	Page: 5 of 86 Date: 05/19/2010 Application Number: 13
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Notice of Loss # 1

Stand Number: 1	Disaster Event: Tropical Storm
Disaster Dates: 01/01/2008	Crop Name: Nursery - Container
Stand Status: Completed	Normal Mortality: 1.5

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

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

Estimated Payment Amount - \$ 14,616.00

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

Calculation Explanation:

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

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

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

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

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

--*

***--412 Printing ECPR**

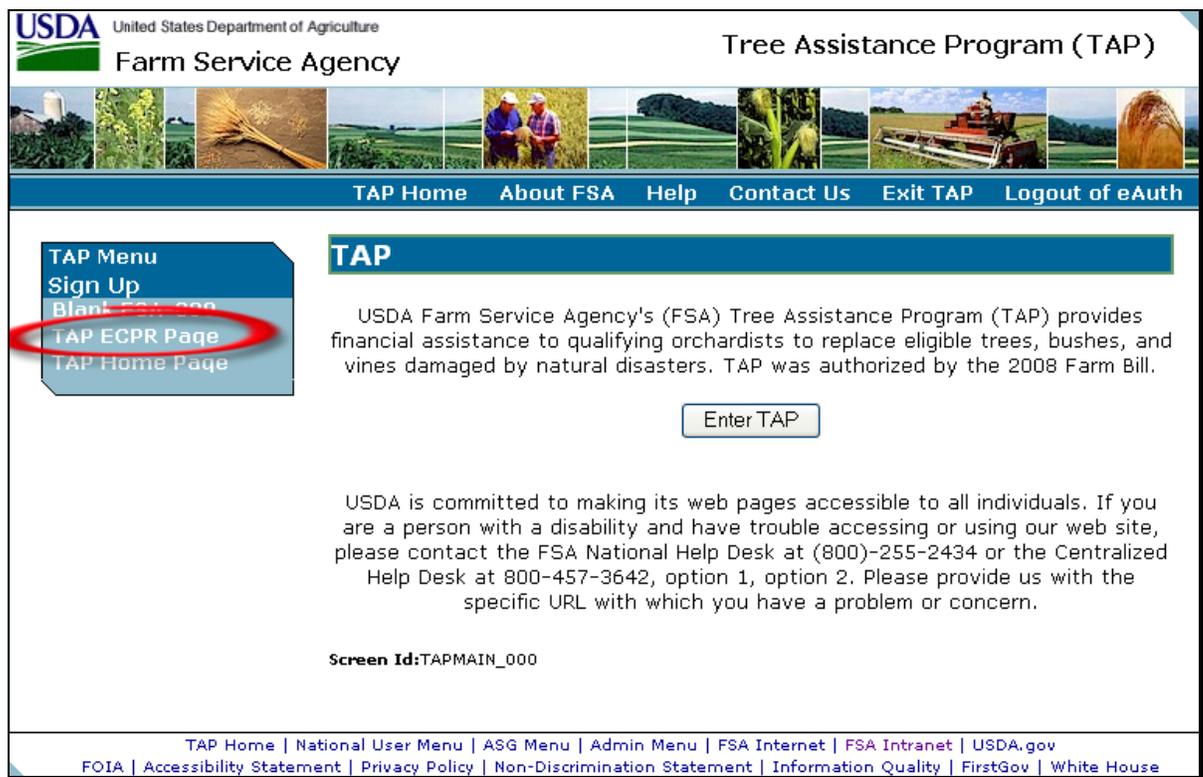
A Accessing the TAP Payments Main Menu

Access the TAP Payments Main Menu according to the following:

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

B TAP Screen

The following is an example of the TAP Screen.



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

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

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

***--412 Printing ECPR (Continued)**

C USDA eAuthentication Screens

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

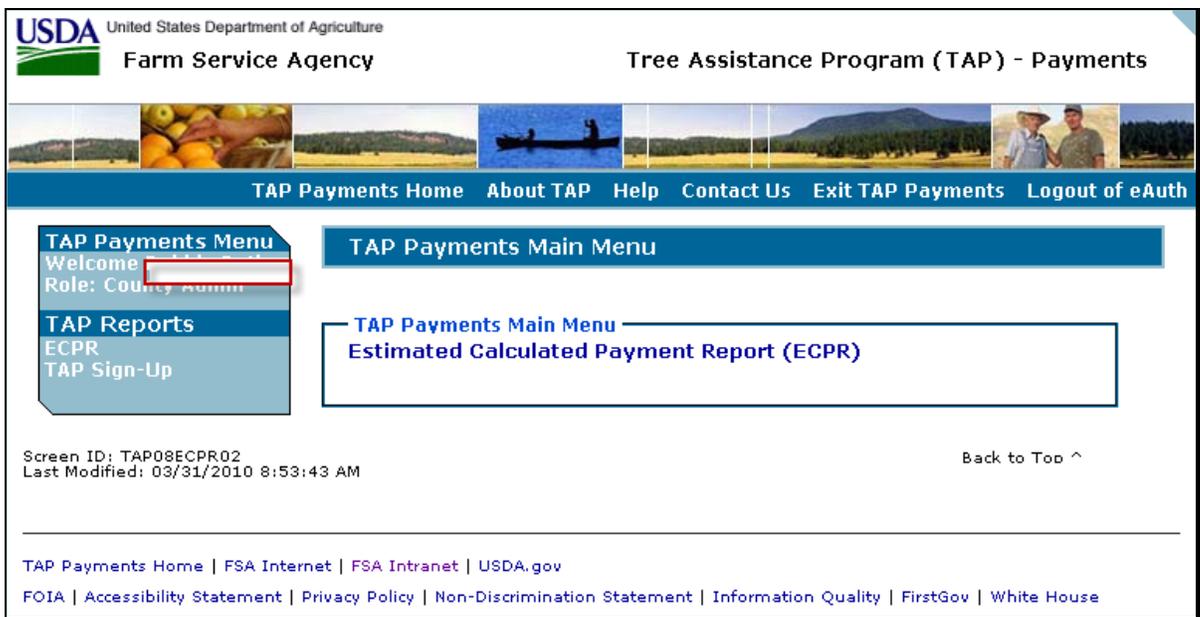
On the eAuthentication Login Screen, users must:

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

The TAP Payments Main Menu will be displayed.

D TAP Payments Main Menu

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



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***--412 Printing ECPR (Continued)**

E TAP Payments Main Menu Options

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

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

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*--412 Printing ECPR (Continued)

F ECPR State and County Selection

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

The following is an example of the ECPR Screen.

The screenshot displays the 'ECPR' screen within the 'Tree Assistance Program (TAP) - Payments' interface. At the top, the USDA Farm Service Agency logo is visible on the left, and the program title is on the right. A navigation bar includes links for 'TAP Payments Home', 'About TAP', 'Help', 'Contact Us', 'Exit TAP Payments', and 'Logout of eAuth'. A left-hand menu shows 'TAP Payments Menu' with options for 'Welcome', 'Role: County Admin', 'TAP Reports', 'ECPR', and 'TAP Sign-Up'. The main content area is titled 'ECPR' and prompts the user to 'Select from All States and Counties'. It features three dropdown menus: '* State : Mississippi', '* County : Coahoma', and '* Year : Select Year'. A 'Next' button is positioned below the year dropdown. At the bottom left, the screen ID 'TAP08ECPR03' and last modified date '03/31/2010 8:53:44 AM' are shown. At the bottom right, there is a 'Back to Top ^' link. The footer contains various links including 'TAP Payments Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

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***--412 Printing ECPR (Continued)**

F ECPR State and County Selection (Continued)

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

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

--*

***--413 Search TAP ECPR Screen**

A Overview

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

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

B Search TAP ECPR Screen Options

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

- producer
- all producers
- application
- all applications.

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



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***--413 Search TAP ECPR Screen (Continued)**

B Search TAP ECPR Screen Options (Continued)

To search the Estimated Calculated Payment Report by:

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

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

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

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***--413 Search TAP ECPR Screen (Continued)**

C Error Messages

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

Error Message	Explanation or Required Action
<p>XXX applications returned for the selected criteria and it exceeds the allowed threshold value – 100. Please change your search criteria and try again.</p>	<p>The system will only generate ECPR’s 100 producer or FSA-899 numbers at a time. This message will appear if the search criteria entered generates more than 100 producer or FSA-899 numbers. The error message will appear in a new screen if:</p> <ul style="list-style-type: none"> • “Next” is selected without entering any specific search criteria being entered and more than 100 producer or FSA-899 numbers exist for the County Office • more than 100 producer or FSA-899 numbers are entered in the search criteria • “All Producers” or “All Applications” is selected and more than 100 producer or FSA-899 numbers exist for the County Office • FSA-899 number is entered in the “Application Number” field without clicking “Add Application”. <p>To resolve this error, decrease the number in the search criteria.</p>
<p>No Results Based on Selection Criteria</p>	<p>This message will appear if no ECPR exists for the producer or FSA-899 number entered.</p>

--*

***--414 SCIMS Customer Searches**

A Overview

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

B SCIMS Customer Search Screen

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

Please Select A Customer

Location

State: MISSISSIPPI
 County (Optional): COAHOMA
 Service Center (Optional): ALL SERVICE CENTERS
 Service Center Details
 National Search:

Type

Individual Business Both
 Active Active and Inactive

Name

Starts With Exact Match
 Last or Business:
 First:

Tax ID

ID:
 ID Type: SELECT ONE
 Whole ID Last 4 Digits

Other

Common Name:
 Zip Code:
 Phone No:

Search Reset Cancel

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

--415 TAP Payment Reports*A Overview**

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

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

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

B Accessing Common Payment Reports

This handbook provides information on the:

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

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

***--415 TAP Payment Reports**

C Search Option by Program Type for TAP Payment Reports

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

- Disaster Fund
- Recovery Act
- Recovery Act Fund.

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

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

--*

***--416 TAP Payment History Report - Detail Level**

A Description of the Report

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

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

B Information Provided on the Report

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

Field	Description
Date	Date the: <ul style="list-style-type: none"> • payment transaction was process and sent to NPS. • overpayment was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The field specifies the payment entity or member for which the item is applicable. The name printed is based on the following from SCIMS: <ul style="list-style-type: none"> • for individuals, last name, first name, middle name, and suffix • for businesses, business name.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Numeric business type for the selected producer.
Contract/ Application Farm	Contract, application, or farm number that is associated with the payment transaction.
Commodity	This is the name of the crop for the TAP payment.
Transaction Type	One of the following transactions types will be displayed/printed: <ul style="list-style-type: none"> • “Payment”, indicating the transaction was sent to NPS • “Receivable”, indicating the transaction was sent to NRRS • “Canceled Payment”, indicating the payment was originally sent to NPS, but was canceled before it was certified/signed.
Gross Payment	Amount of the payment initially attributed to the payment entity or member, as applicable.
Total Reduction Amount	Total reductions on file for the payment entity or member by transaction
Net Payment	Final attribution amount determined by the direct attribution common process for the payment entity or member as applicable. This is the amount sent to NPS for the payment entity.

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

C Example of Report

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

Coahoma Mississippi		United States Department of Agriculture Farm Service Agency					Date: 06/04/2010 Page: 1			
2008 Tree Assistance Program - Disaster Fund 2008 Payment History Report - Detail Level										
Producer Name: RUTLAND FARMS Business Type: General Partnership										
Date	State/ County	Payment Entity / Member Name	Payment ID Number	Business Type	Contract/ Application/ Farm	Commodity	Transaction Type	Gross Payment	Total Reduction Amount	Net Payment
03/08/2010	28/027	Ima A. Producer	7963139	02 04			Canceled Payment	\$ 267,530	\$ 7,012	\$ 260,518
									\$ 0	\$ 53,506
FOR INTERNAL USE ONLY										

--*

417-424 (Reserved)

--Section 3 Canceling TAP Payments*425 General Provisions****A Canceling Payments**

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

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

B User Intervention

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

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

426-430 (Reserved)

***--Section 4 Overpayment Processing**

431 General Provisions

A Overview

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

B Overpayments Due Dates

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

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

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--432 Charging Interest*A Introduction**

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

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

B When Program Interest Applies

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

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

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

C When Not to Charge Program Interest

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

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

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

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

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

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

Re delegations of Authority

This table lists re delegations of authority in this handbook.

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

Menu and Screen Index

This table lists the screens displayed in this handbook.

Menu or Screen	Title	Reference
TAPADM_0017	Add Mortality Rate Screen	381
TAPSGNUP_006	Add New Stand (Part B) Screen	286
TAPSGNUP_0014	Add Practice Information (Part B) Screen	300
TAPSGNUP_0017	Add Practice Information for COC Action/Determination Screen	314
TAPADM_001	Administrator Main Menu	378
TAPSGNUP_009	Bulk COC Approval/Disapproval for TAP Payment Screen	346
TAPSGNUP_0010	Bulk Electronic COC Approval/Disapproval for TAP Payment Screen	356
TAPSGNUP_0012	Bulk Electronic Payment Eligibility Approval/Disapproval Screen	357
TAPSGNUP_0011	Bulk Payment Eligibility Approval/Disapproval Screen	347
TAPSGNUP_002	Delete Application Screen	288
TAPSGNUP_0019	Delete Practice Information for COC Action/Determination Screen	313
TAPSGNUP_0016	Delete Practice Information Screen	299
TAPSGNUP_008	Delete Stand Screen	297
TAP08ECPR03	ECPR Screen	412
TAPADM_0018	Edit Mortality Rate Screen	380
TAPSGNUP_004	Edit Payment Eligibility Screen	326
TAPSGNUP_0021	Edit Practice Code Payment Eligibility Screen	327
TAPSGNUP_0015	Edit Practice Information (Part B) Screen	298
TAPSGNUP_0018	Edit Practice Information for COC Action/Determination Screen	312
TAPSGNUP_007	Edit Stand (Part B) Screen	296
TAPSGNUP_003	Edit Stand For COC Action/Determination Screen	311
TAPADM_0016	Mortality Rate Maintenance Screen	379
TAPADM_0016	Mortality Rate Maintenance Screen	380
	SCIMS Customer Search Screen	414
TAP08ECPR04	Search TAP ECPR Screen	413
TAPSGNUP_0013	Select Report Screen	366
TAPSGNUP_001	Stand Summary Screen	287
SGNUP_000	State, County and Program Year Selection Screen	273, 377
TAPSGNUP_000	State, County and Program Year Selection Screen	336
TAPSGNUP_005	TAP Application Summary Screen	274
TAP08ECPR02	TAP Payments Main Menu	412
	TAP Screen	272, 376
TAPMAIN_000	TAP Screen	412

