

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 4

Approved by: Acting Deputy Administrator, Farm Program



Amendment Transmittal

A Reasons for Amendment

Paragraph 401 has been amended to clarify the type of funds used for TAP payments.

Paragraph 415 has been amended to update the available TAP common payment reports.

Page Control Chart		
TC	Text	Exhibit
	11-1, 11-2 11-37 through 11-40	

***--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** that the calculated payment amount be obligated at the time FSA-899 is approved. Therefore, eFund requests **must** be made at the time COC approval is entered in 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 or *--are allotted to the wrong fund type, then the obligation process will fail and the--* amount will appear on the Insufficient Funds Report.</p>											
--2	<p>Determine the type of fund that should be requested for the approved FSA-899. TAP payments will be automatically disbursed from either of the following funds:</p> <ul style="list-style-type: none"> • Disaster Trust Fund • Recovery Act Fund (2008 only). <p>The TAP Payment System will automatically determine the fund based on the answers in the following fields on FSA-899.</p> <table border="1" data-bbox="342 1073 1013 1247"> <thead> <tr> <th data-bbox="342 1073 509 1157">RMPR Certification?</th> <th data-bbox="509 1073 786 1157">Did the Producer Have a NAP and/or CAT Buy In II Application?</th> <th data-bbox="786 1073 1013 1157">Fund Type to Request</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1157 509 1184">Yes</td> <td data-bbox="509 1157 786 1184">No</td> <td data-bbox="786 1157 1013 1184">Disaster Trust Fund</td> </tr> <tr> <td data-bbox="342 1184 509 1211">Yes</td> <td data-bbox="509 1184 786 1211">Yes</td> <td data-bbox="786 1184 1013 1211">Recovery Act Fund</td> </tr> <tr> <td data-bbox="342 1211 509 1247">No</td> <td data-bbox="509 1211 786 1247">Yes</td> <td data-bbox="786 1211 1013 1247"></td> </tr> </tbody> </table> <p>Note: County Offices shall inform the State Office of the fund type for FSA-899 based on this table.--</p>		RMPR Certification?	Did the Producer Have a NAP and/or CAT Buy In II Application?	Fund Type to Request	Yes	No	Disaster Trust Fund	Yes	Yes	Recovery Act Fund	No	Yes
RMPR Certification?	Did the Producer Have a NAP and/or CAT Buy In II Application?	Fund Type to Request											
Yes	No	Disaster Trust Fund											
Yes	Yes	Recovery Act Fund											
No	Yes												
3	<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>											
4	<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>											

***--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

*--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 will be available for TAP and can be accessed from the Common Payment Reporting System.

 **Estimated Calculated Payment Report**

 **Submitted Payments Report**

Overpayment Reports

 **Submitted Overpayments**

 **Pending Overpayment Report**

Nonpayment Reports

 **Nonpayment/Reduction**

 **Insufficient Funds**

 **Payments Computed to Zero**

Payment History Reports

 **Summary**

 **Detail**

Notes:  indicates that the Report's Data is live.

 indicates that the Reports Data is from a Reporting Data Base. The last update will be shown.

B Accessing Common Payment Reports

This handbook provides information on the:

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

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

415 TAP Payment Reports

C Search Option by Program Type for TAP Payment Reports

See 9-CM, paragraph 52 for specific instructions for accessing the common payment *-reports. The following 2 program types are available when generating payment reports for TAP in the Common Payment Reporting System:

- Disaster Fund
- Recovery Act Fund (2008 **only**).

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

RMPR Certification?	Did the producer have a NAP and/or CAT Buy In II Application?	Program Type
Yes	No	Disaster Trust Fund
Yes	Yes	Recovery Act Fund
No	Yes	

--*

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. See 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 processed 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.