

**FSA**  
**HANDBOOK**

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Tree Assistance Program Automation

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For State and County Offices

SHORT REFERENCE

2-TAP

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



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**Tree Assistance Program Automation  
2-TAP**

**Amendment 1**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook provides automation procedures for TAP.

**Note:** This handbook replaces automation procedures in 1-TAP (Rev. 4). 1-TAP will be amended to remove those procedures.



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**Part 1 General Information**

**1 Handbook Coverage**

**A Purpose**

This handbook contains step-by-step instructions for using the web-based software to administer TAP.

**B Authority and Responsibilities**

PDD has the authority and responsibility for the instructions in this handbook. SND has the authority and responsibility for policy in 1-TAP.

**C Related FSA Handbooks**

The following FSA handbooks are related to TAP.

<b>IF the area of concerns...</b>	<b>THEN see...</b>
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS
approved abbreviations, signatures, and authorizations	1-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
interest rates	50-FI
establishing claims	58-FI.
prompt payment provisions	61-FI.
receipts, payments, and deposits	64-FI.
web-based eligibility records	3-PL.
actively engaged determination	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations	6-PL.
receipts for service	1-RFS.
TAP policy and procedure	1-TAP.

## 2 Responsibilities

### A Background

The responsibilities for TAP functions described in this paragraph are in addition to the responsibilities in 1-TAP.

### B Office Responsibilities

The following table describes the responsibilities of each office for TAP activity.

Office	Responsibilities
PDD	Implements automated processes to support TAP functions in State and County Offices.  Provide procedural assistance to State Offices on data entry requirements and software operations.
SND	Provides TAP policies for administering and delivering tree assistance program.
State Offices	Provide: <ul style="list-style-type: none"> <li>• application training to County Offices</li> <li>• procedural assistance to County Offices on data entry requirements and software operations.</li> </ul>
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

## 3 Submitting Software Issues

### A Overview

County Offices will report software issues to their State Office specialist. If the specialist is unable to resolve the issue, submit the issue to the FSA Farm Programs Software Issues SharePoint site at [PDD Software Issues SharePoint Site](#).

**Note:** The PDD Software Issue SharePoint site is **only** for State Office specialists and the National Office. County Office employees **must not** request access.

### B Providing State Office Access to the PDD Software Issue Site:

State Office specialists who do not have access to the PDD SharePoint site can request access via the SharePoint site.

**4 Receipt for Service**

**A Overview**

1-RFS provides policy for RFS and should be documented using RFS-Receipt for Service.

**Note:** RFS-Receipt for Service training materials can be found on the [DAFP Internet site](#).

**B Action**

Access the RFS application according to the following table.

Step	Action
1	Access the FSA Applications Intranet Screen at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”.
3	CLICK “RFS – Receipt for Service”.

5-20 (Reserved)



**Part 2 TAP Software**

**21 Accessing TAP Software**

**A Overview**

TAP functions:

- are within a web-based software
- can only be accessed by FSA employees with Level II eAuthentication certification.

**B Security Roles**

The following are security roles.

- FSA County Office employees with authorized access will be able to administer applications nationwide; however, determinations for applications outside of their assigned counties will be made by the administrative State and county.
- FSA State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- FSA National Office employees with authorized access will have full access to all applications nationwide.

**C Accessing the TAP Software**

Access the TAP Software according to this table.

<b>Step</b>	<b>Action</b>
1	Access the FSA Intranet, FSA Applications Page at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a>
2	Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”
3	CLICK “TAP – Tree Assistance Program”.

22 **State, County and Program Year Selection Screen**

**A Overview**

After logging in, the State, County and Program Year Selection Screen will be displayed. Multi county users must select a State/county and program year before proceeding.

State users will need to select the applicable county before proceeding.

**B State, County and Program Year Selection Screen**

The following is an example of the State, County and Program Year Selection Screen for a county user.



**C Action**

On the State, County and Program Year Selection Screen:

- using the drop-down menu select the program year if different than current program year
- using the drop-down menu select State and county if applicable
- CLICK “Submit”. The TAP Application Summary Screen will be displayed.

## 23 Left Navigation Menu

### A Overview

After the user has successfully logged into the TAP software with applicable program year, State and county the TAP Application Summary Screen will be displayed. The TAP Application Screen displays a left navigation menu with a list of available links to administer and monitor TAP activities.

### B Left Navigation Menu Links

The following table provides the links and descriptions for the left navigation menu.

Link	Description
TAP Home Page	Navigates to the TAP Welcome Screen.  CLICK "TAP" to proceed to the State, County and Program Year Selection Screen. See paragraph 22.
State and County Selection	Navigates to the State, County and Program Year Selection Screen. See paragraph 22.
Nationwide Customer Service	Navigates to the State, County and Program Year Selection Screen to enter any State and county nationwide. See paragraph 24.
COC Determination Bulk Approval	Allows users to approve or disapprove multiple applications at one time. See paragraph 102 for bulk approvals.  <b>Note:</b> Applications must be approved on paper by COC or designee before using this option.
COC Determination Electronic Approval	Allows authorized users who have been delegated authority by COC approval to electronically approve or disapprove applications in lieu of a physical signature.  <b>Warning:</b> All County Office employees have access to the electronic approval process; however, only employees with the appropriate authority should approve or disapprove CCC-899.
Payment Eligibility Bulk Approval	Navigates to the Bulk Payment Eligibility Approval/Disapproval Screen that allows County Office users to approve or disapprove performance on multiple stands.
Reports	Navigates to the Select Report Screen allowing users to create reports for the State and county selected.
Blank CCC-899	Navigates to a blank CCC-899
Receipt for Service	Navigates to the RFS system. See 1-RFS for further details.

24 **Nationwide Customer Service**

**A Overview**

Counties can process TAP applications nationwide. Counties will need to select the program year, State, and county before proceeding.

**B Example of State, County and Program Year Selection Screen**

The following is an example of the State, County and Program Year Selection Screen after Nationwide Customer Service link has been clicked from the TAP Summary Screen.

The screenshot displays the USDA Farm Service Agency (FSA) Tree Assistance Program (TAP) interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the text 'Farm Service Agency' and 'Tree Assistance Program (TAP)'. A horizontal banner contains several agricultural images. Below this is a navigation bar with links: 'TAP Home', 'About FSA', 'Help', 'Contact Us', 'Exit TAP', and 'Logout of eAuth'. The main content area features a blue header 'State, County and Program Year Selection'. On the left, a 'TAP Menu' sidebar lists: 'Welcome', 'COUNTY USER', 'Role: Nationwide Customer Service', 'Sign Up', and 'TAP Home Page'. The main form area includes three dropdown menus: 'Program Year' (selected as 2023), 'State', and 'County'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

**C Action**

On the State, County and Program Year Selection Screen:

- using the drop-down menu, select the program year
- using the drop-down menu, select the State
- using the drop-down menu, select the county
- CLICK “Submit. The TAP Summary Screen will be displayed.

25-40 (Reserved)

### Part 3 Mortality Rates

#### 41 Administrator Main Menu Screen

##### A Overview

The Administrator Main Menu allows State Office administrative users to add, update, modify, and view TAP normal mortality rates.

After a State Office user has logged into the TAP system, the State, County and Program Year Selection Screen will be displayed.

Users will click the “Admin Menu” at the bottom of the screen to access the Administrator Main Menu.

The following is an example of the State, County and Program Year Selection Screen for a State or national user.

**State, County and Program Year Selection**

Program Year: 2024 ▾  
State: ▾  
County: ▾

Submit Cancel

[e | National User Menu | ASG Menu | Admin Menu | FSA Internet | FSA Intranet | USDA.gov](#)  
[tatement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House](#)

##### B Administrator Main Menu Screen

The following is an example of the Administrator Main Menu Screen for a State Office user.

**Administrator Main Menu**

**Manage Master Data**

Mortality Rates  
Enter TAP Application

41 Administrator Main Menu Screen (Continued)

C Action

On the Administrator Main Menu, CLICK Mortality Rates. The Mortality Rate Maintenance Screen will be displayed.

42 Mortality Rate Maintenance Screen

A Overview

The Mortality Rate Maintenance Screen allows users to add, edit, or delete mortality rates for a specific State, county, and program year.

B Mortality Rate Maintenance Screen

The following is an example of the Mortality Rate Maintenance Screen.

**Mortality Rate Maintenance**

**State:**

**County:**

**Program Year:**

FSA Code	Active Status	Approval Status	Crop Name	Mortality Rate	Action
0326	Active	Approved	Apricots	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0128	Active	Approved	Cherries	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0254	Active	Approved	Plums	1.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0034	Active	Approved	Peaches	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0144	Active	Approved	Pears	1.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0054	Active	Approved	Apples	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0100	Active	Approved	Maple	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
1302	Inactive	Approved	Tangors	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
7321	Active	Approved	Christmas Trees	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0375	Active	Approved	Chestnuts	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
6000	Active	Approved	Caneberries	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0108	Active	Approved	Blueberries	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
1010	Active	Approved	Nursery - Field	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
1010	Active	Approved	Nursery - Container	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0053	Active	Approved	Grapes	1.00%	<a href="#">Edit</a> <a href="#">Delete</a>
0029	Active	Approved	Walnuts	3.00%	<a href="#">Edit</a> <a href="#">Delete</a>

42 Mortality Rate Maintenance Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Mortality Rate Screen.

Field	Description/Action	
Go Back to the Admin Menu	Clicking this button navigates to the Administrator Main Menu Screen.	
State	Displays the State name and code selected from the State, County and Program Year Selection Screen.  Using the drop-down, select a different State if applicable.	
County	Displays the county name and code selected from the State, County and Program Year Selection Screen.  Using the drop-down, select a different county if applicable.	
Program Year	Displays the program year selected from the State, County and Program Year Selection Screen.  Using the drop-down, select a different program year, if applicable.	
FSA Code	Displays the FSA crop code for the tree, bush, or vine.	
Active Status	Displays the current status of the crop. Only crops with an “Active” status can have applications established.	
	<b>IF...</b>	<b>THEN...</b>
	the rate is in an inactive status	applications cannot be taken for that crop.
	a mortality rate no longer applies	edit the rate according to paragraph 43.
Approval Status	<b>Status</b>	<b>Definition</b>
	Approved	The mortality rate has been approved by the National Office.
	Disapproved	The mortality rate has been disapproved. The State Office specialist will contact SND for further instructions.
	Pending	The mortality rate is pending National Office approval.
Crop Name	Displays the type of trees, bushes, or vines that meets the criteria in the heading.	
Mortality Rate	Displays the mortality rate for the crop.	
Action	CLICK:  <ul style="list-style-type: none"> <li>• “Edit” to edit the existing rate.</li> <li>• “Delete” to delete the mortality rate.</li> </ul>	
Add a New Mortality Rate	Clicking this button will create a new mortality rate.	

43 Adding Mortality Rates

A Overview

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

B Add Mortality Rate Screen

The following is an example of the Add Mortality Rate Screen.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Mortality Rate Screen.

Field	Description/Action
Program Year	Displays the program year selected from the State, County and Program Year Selection Screen.
State	Displays the State name and code selected from the State, County and Program Year Selection Screen.

43 Adding Mortality Rates (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action												
County	<p>Using the drop-down menu, select the applicable county.</p> <p><b>Note:</b> The drop-down menu includes the option to “Select Many” which allows more than 1 county to apply the same rate.</p> <p>The following is an example of the redisplayed Add Mortality Rate Screen after the user has selected “Select Many”.</p> <div data-bbox="553 625 1476 1245" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0056b3; color: white; padding: 2px;"><b>Add Mortality Rate</b></p> <p style="text-align: center;"><b>Program Year: 2024</b></p> <p style="text-align: center;">State: Alabama</p> <p style="text-align: center;"><b>County:</b> <span style="border: 1px solid gray; padding: 2px;">Select Many</span> ▼</p> <p style="text-align: center;">Crop Name: <span style="border: 1px solid gray; padding: 2px;">Almonds</span> ▼</p> <p><b>Multi-County Selection</b> <input type="checkbox"/> Select All</p> <div style="border: 1px solid gray; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Autauga</td> <td><input type="checkbox"/> Baldwin</td> <td><input type="checkbox"/> Barbour</td> <td><input type="checkbox"/> Bibb</td> </tr> <tr> <td><input type="checkbox"/> Blount</td> <td><input type="checkbox"/> Bullock</td> <td><input type="checkbox"/> Butler</td> <td><input type="checkbox"/> Calhoun</td> </tr> <tr> <td><input type="checkbox"/> Chambers</td> <td><input type="checkbox"/> Cherokee</td> <td><input type="checkbox"/> Chilton</td> <td><input type="checkbox"/> Choctaw</td> </tr> </table> </div> <p style="text-align: center;">Mortality Rate: <span style="border: 1px solid gray; width: 40px; height: 15px; display: inline-block;"></span> . <span style="border: 1px solid gray; width: 40px; height: 15px; display: inline-block;"></span> %</p> <p style="text-align: center;">Status: Active <input checked="" type="radio"/> InActive <input type="radio"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	<input type="checkbox"/> Autauga	<input type="checkbox"/> Baldwin	<input type="checkbox"/> Barbour	<input type="checkbox"/> Bibb	<input type="checkbox"/> Blount	<input type="checkbox"/> Bullock	<input type="checkbox"/> Butler	<input type="checkbox"/> Calhoun	<input type="checkbox"/> Chambers	<input type="checkbox"/> Cherokee	<input type="checkbox"/> Chilton	<input type="checkbox"/> Choctaw
<input type="checkbox"/> Autauga	<input type="checkbox"/> Baldwin	<input type="checkbox"/> Barbour	<input type="checkbox"/> Bibb										
<input type="checkbox"/> Blount	<input type="checkbox"/> Bullock	<input type="checkbox"/> Butler	<input type="checkbox"/> Calhoun										
<input type="checkbox"/> Chambers	<input type="checkbox"/> Cherokee	<input type="checkbox"/> Chilton	<input type="checkbox"/> Choctaw										
Mortality Rate	Enter the mortality percentage rate.												
Status	Click the applicable radio button.												
Save	Clicking “Save” saves the information and navigates the user to the Mortality Rate Maintenance Screen.												
Cancel	Clicking “Cancel” returns the user to the Mortality Rate Maintenance Screen.												

## 44 Editing Mortality Rates

### A Overview

The Edit Mortality Rate Screen allows State Office users to edit existing mortality rates for a specific tree, bush, or vine.

To edit existing mortality rates, CLICK “Edit” on the Mortality Rate Maintenance Screen. The Edit Mortality Rate Screen will be displayed.

### B Edit Mortality Rate Screen

The following is an example of the Edit Mortality Rate Screen.

**Edit Mortality Rate**

**Warning:** Selecting multiple counties will override the data if it already exists for that county

**Program Year:** 2024  
**State:** Alabama  
**County:** Autauga

**Multi-County Selection**  **Select All**

<input checked="" type="checkbox"/> Autauga	<input type="checkbox"/> Baldwin	<input type="checkbox"/> Barbour	<input type="checkbox"/> Bibb
<input type="checkbox"/> Blount	<input type="checkbox"/> Bullock	<input type="checkbox"/> Butler	<input type="checkbox"/> Calhoun
<input type="checkbox"/> Chambers	<input type="checkbox"/> Cherokee	<input type="checkbox"/> Chilton	<input type="checkbox"/> Choctaw
<input type="checkbox"/> Clarke	<input type="checkbox"/> Clay	<input type="checkbox"/> Coffee	<input type="checkbox"/> Colbert

**Crop Name:** Limes  
**Mortality Rate:** 3 .00 %  
**Status:** Please select: Active  InActive

44 **Editing Mortality Rates (Continued)**

**C Action**

On the Edit Mortality Rate Screen:

- CLICK applicable county(ies)

**Note:** CLICK “All” to update the mortality rate for all counties.

- edit the mortality rate if applicable
- change the status if applicable
- CLICK “Save”.

**D Editing Approved Mortality Rates**

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

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

**Mortality Rate Maintenance**

Go back to the Admin Menu

State: Mississippi

County: Adams

Program Year: 2013

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

Add a New Mortality Rate

Go back to the Admin Menu

45-60 (Reserved)



Part 4 Applications

61 TAP Application Summary Screen

A Overview

After users have selected the State/county and program year according to paragraph 22, the TAP Application Summary Screen will be displayed.

The TAP Application Summary Screen is the starting point for administering TAP applications.

B Example TAP Application Summary Screen

The following is an example of the TAP Application Summary Screen before a TAP application has been created for the specific program year

The screenshot shows a web interface titled "TAP Application Summary". At the top, there is a blue header bar with the title. Below the header, a grey box contains an information icon (i) and a message: "TAP applications are not found for selected State, County and Program Year." Below this message, the selected criteria are displayed: "Year: 2024", "State: Alabama(01)", and "County: Autauga(001)". A table with five columns is shown: "App Num", "Applicant's Name", "Stand No", "Status", and "Action". At the bottom of the screen, there are two buttons: "Create TAP Application" and "Cancel".

61 TAP Application Summary Screen (Continued)

B Example TAP Application Summary Screen (Continued)

The following is an example of the TAP Application Summary Screen after TAP applications have been entered.

TAP Application Summary				
Year: 2023		State: Kentucky(21)		County: Adair(001)
App Num	Applicant's Name	Stand No	Status	Action
5965	IMA PRODUCER A	98	Pending Obligation COC Determined	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5940	IMA PRODUCER B	123	COC Determined	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5961	IMA PRODUCER C	500	COC Determined	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5941	IMA PRODUCER D	1 125	Approved Initiated	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5945	IMA PRODUCER E	10	COC Determined	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5990	IMA PRODUCER F	1011	Approved	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>
5971	IMA PRODUCER G	629 630	Approved Approved	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">ECPR</a>

C Field Descriptions and Actions

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

Field	Description/Action
Year	Displays the program year selected from the State, County and Program Year Selection Screen.
State	Displays the State name and code selected from the State, County and Program Year Selection Screen.
County	Displays the county name and code selected from the State, County and Program Year Selection Screen.
App Num	Displays the system assigned application number.
Applicant's Name	Displays the applicant's name.
Stand No	Displays the stand number entered by the user when the application was created.

61 TAP Application Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action	
Status	Displays the status of the stand.	
	<b>Status</b>	<b>Description</b>
	Initiated	The stand has been created.
	COC Determined	COC has approved the stand but the practice has not been completed.
	Disapproved	COC has disapproved the stand.
	Approved	The applicant has certified completion of the practice, and the user has entered applicable details (Part F and Part G).
	Pending Obligation COC Determined	<p>The performance details have been completed and submitted for payment. This status is a result of lack of funds.</p> <p>Counties should contact their State Office specialist to report this status. State Office specialists will log this issue on the PDD SharePoint site according to paragraph 3.</p>
Deleted	The application has been deleted.	
Action	<b>Link</b>	<b>Description/Action</b>
	Edit	<p>Click “Edit” to edit the application.</p> <p><b>Warning:</b> Clicking “Edit” after an applicant’s signature has been entered will require the signature date to be re-entered. To edit the application, click “Expand” to display the Stand Summary Screen and make applicable edits within each section.</p>
	Delete	Click “Delete” to delete the application when entered in error or the producer has withdrawn the application.
ECPR	Click “ECPR” to generate a PDF version of the Estimated Calculated Payment Report. After saving the PDF, the user can print the ECPR.	
Create TAP Application	Click “Create TAP Application” to create a new TAP application.	
Search TAP Application	Click “Search TAP Application” to search for an existing application. The Stand Summary Screen will be displayed after selecting the applicant.	
Cancel	Click “Cancel” to return to the State, County and Program Year Selection Screen.	

## 62 Creating New Application

### A Overview

TAP policy allows:

- only one application for a producer per program year
- multiple stands on the application
- stands entered at different times throughout the program year.

**Note:** An error message will be displayed if a user attempts to create a separate application.

Applications are created from the TAP Summary Screen.

### B Action

To create a new TAP application:

- CLICK “Create TAP Application”
- select producer. The Add New Stand (PART B) Screen will be displayed.

**Note:** A new application can be created for an existing producer with a deleted application by clicking “Create” from the “Action” column.

63 Add New Stand (PART B) Screen

A Overview

After the user has created a new application, the Add New Stand (Part B) Screen will be displayed.

B Example of Add New Stand (PART B) Screen

The following is an example of the Add New Stand (PART B) Screen.

### Add New Stand (PART B)

Year: 2023      State: Minnesota(27)      County: East Otter Tail(111)  
Applicant's Name: IMA PRODUCER

Stand Number:

Disaster Event: Blizzards

Disaster Start Date:

Disaster End Date:

Crop: Almonds

Applicant's Share:  %

Total Acres in Stand:

Total Acres Damaged:

Total Trees in Stand:

Total Trees Lost:

Total Trees Damaged:

Total Replanted Trees:

**Producer Planting Certification Indicator:**  I am an orchardist or nursery tree grower that planted trees for commercial use.  
 I did not plant the trees but have a production history for commercial purposes on the planted or existing trees.

63 Add New Stand (PART B) Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Year	Displays the program year.
State	Displays the administrative State.
County	Displays the administrative county.
Applicant's Name	Displays the name of the applicant.
Stand Number	Enter the County Office-assigned sequential stand number.  <b>Note:</b> Stand numbers can be duplicated only if the stand suffers multiple losses within the same program year.
Disaster Event	Using the drop-down menu, select the disaster event.
Disaster Start Date	Enter the disaster start date.  Users can manually enter the date or use the calendar widget to populate the date.  A start date is required.
Disaster End Date	Enter the disaster end date.  Users can manually enter the date or use the calendar widget to populate the date.  <b>Note:</b> An end date is <b>not</b> required unless the disaster event continued over multiple days.
Crop	Using the drop-down menu, select the applicable crop.  <b>Note:</b> Only approved crops for the county will be displayed.
Applicant's Share	Enter applicant's share.
Total's Acres in Stand	Enter in the total acres in the stand. Value cannot exceed 5 whole numbers and 4 decimals.
Total Acres Damaged	Enter the total acres damaged. Value cannot exceed 5 whole numbers and 4 decimals.
Total Trees in Stand	Enter the total trees in stand in whole numbers.
Total Trees Lost	Enter the total trees lost in whole numbers.
Total Trees Damaged	Enter the total trees damaged in whole numbers.

63 Add New Stand (PART B) Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Total Replanted Trees	Enter in whole numbers, the total trees that were replanted in the stand since the last loss was reported.  <b>Note:</b> This is only applicable if a loss has already been reported for the same stand of trees in the same program year.
Producer Planting Certification Indicator	Click the applicable radio button that applies to the producer.
Save Stand	Click “Save Stand”; the Stand Summary Screen will be displayed.
Cancel	Click “Cancel” to cancel the process and navigate back to the TAP Application Summary Screen.

## 64 Stand Summary Screen

### A Overview

The Stand Summary Screen:

- will be displayed after the 1<sup>st</sup> stand has been entered
- defaults to a collapsed view
- allows users to add practice.

### B Example of the Stand Summary Screen

The following is an example of the Stand Summary Screen after a stand has been entered.

**Stand Summary**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
Applicant's Name: **IMA PRODUCER**

[Add a new Stand](#)      Sort By:  ▾

[Expand All](#)    [Collapse All](#)

**Stand#: 1**    Freeze      11/01/2023      [Edit](#)    [Delete](#)    [Collapse](#)

Crop: Apples

**Stand Information (PART B)**    [Edit](#)

Applicant's Share: 100.00      Total Acres in Stand: 9.15      Total Acres Damaged: 9.15

Total Trees in Stand: 1512.0      Total Trees Lost: 1512.0

Total Trees Damaged: 0.0      Total Replanted Trees: 0.0

Practice Code	Practice Code Description	Trees/Acres Requested
---------------	---------------------------	-----------------------

[Add New Practice for Request](#)

Applicant's Signature Date:     Type of Signature :  ▾

      

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## 64 Stand Summary Screen (Continued)

## C Field Descriptions and Actions

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

Field/Button	Description/Action
Year	Displays the calendar year.
State	Displays the administrative State.
County	Displays the administrative county.
Applicant's Name	Displays name of the applicant.
Add New Stand	Allows users to add stands.
Sort By	Allows users to sort by the disaster date or by disaster events.
Expand All	Allows user to expand all stand details.
Collapse All	Allows users to collapse all stand details.
Stand #	Displays the stand number.
Edit	Allows users to edit the stand details previously entered.
Delete	Allows users to delete an individual stand.
Collapse	Allows users to collapse an individual stand.
<b>Stand Information (PART B)</b>	
Edit	Click "Edit" to edit the stand details. The Edit Stand (PART B) Screen will be displayed.
Add New Practice	Click "Add New Practice" to add practices to be completed for the stand.
Applicant's Signature Date	Manually enter the date or use the calendar widget to populate the date the applicant signed CCC-899.  All stands must be completed before the signature date can be entered.
Type of Signature	Using the drop-down menu, select the method in which the producer signed CCC-899.
Submit	Click "Submit" to save the stand information. The Stand Summary Screen will be redisplayed.
Application Selection	Clicking "Application Selection" will navigate to the TAP Application Summary Screen.  <b>Note:</b> This button should be used to navigate versus clicking the Back arrow.
Print	Clicking "Print" allows users to save a PDF version of CCC-899. The PDF can be printed after the form has been saved.
Go to Top	Clicking "Go to Top" will automatically scroll to the top of the screen.

65 Deleting Stands

A Overview

If a stand was entered in error, the user can delete the stand. The system does not provide the ability to restore a deleted stand, so the user will need to be careful when deleting stands.

**Note:** If the deleted stand has been paid, the application will be recalculated and an overpayment will be established.

B Example of Delete Stand Screen

The following is an example of the Delete Stand Screen.

**Delete Stand**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
 Applicant's Name **IMA PRODUCER**  
 Stand Status: **Completed**

**Stand Number: 1**  
**Disaster Event:** Plant Disease  
**Disaster Start Date:** 11/09/2022  
**Disaster End Date:**  
**Crop:** Apples  
**Applicant's Share:** 100.00%  
**Total Acres in Stand:** 45.4200  
**Total Acres Damaged:** 32.3200  
**Total Trees in Stand:** 4848  
**Total Trees Lost:** 3450  
**Total Trees Damaged:** 450  
**Total Replanted Trees:** 450

**Producer Planting Certification Indicator:**

Please select  
 I am an orchardist or nursery tree grower that planted trees for commercial use.  
 I did not plant the trees but have a production history for commercial purposes on the planted or existing trees.

Practice Code	Practice Code Description	Trees/Acres Requested
01	Fruit and Nut Tree Replacement	813
10	Planting Cost	813

65 **Deleting Stands (Continued)**

**C Action**

From the TAP Application Summary Screen:

- CLICK “Edit” next to the application
- CLICK “Delete” next to the applicable stand
- on the Delete Stand Screen, CLICK “Confirm”. A message will be displayed indicating that the stand was deleted.

**Note:** If the application contains only one stand, the application will also be deleted.

66 **Adding Practices**

**A Overview**

The Add Practice Information (PART B) Screen allows users to enter requested practice(s).

To add practice(s), CLICK “Add New Practice Request” from the Stand Summary Screen. The Add Practice Information (PART B) Screen will be displayed.

**B Example of the Add Practice Information (PART B)**

The following is an example of the Add Practice Information (PART B) section on the Stand Summary Screen.

**Add Practice Information (PART B)**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
 Applicant's Name: **IMA PRODUCER**  
 Stand Status: **Initiated**      **Stand Number 1**

Disaster Event: **Freeze**      Disaster Date: **11/01/2023**  
 Crop: **Apples**

Practice Code:  ▾  
 Trees Requested:

66 Adding Practices (Continued)

**C Action**

On the Add Practice Information (PART B) Screen:

- using the drop-down menu, select the applicable practice code
- enter the number of trees requested in whole numbers
- CLICK “Save Practice”.

66 Adding Practices (Continued)

D Example of Saved Practices on a Stand

The following is an example of the Edit Stand (Part B) Screen after practices have been entered.

**Stand Summary**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
 Applicant's Name: **IMA PRODUCER**

[Add a new Stand](#)      **Sort By:**  ▾

[Expand All](#)    [Collapse All](#)

**Stand#: 1**    Freeze                      11/01/2023                      [Edit](#)    [Delete](#)    [Collapse](#)  
 Crop: Apples

**Stand Information (PART B)**    [Edit](#)

Applicant's Share: 100.00      Total Acres in Stand: 9.15                      Total Acres Damaged: 9.15  
 Total Trees in Stand: 1512.0      Total Trees Lost: 1512.0  
 Total Trees Damaged: 0.0      Total Replanted Trees: 0.0

Practice Code	Practice Code Description	Trees/Acres Requested		
01	Fruit and Nut Tree Replacement	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting Cost	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site Preparation	9.15	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Practice for Request](#)

**COC Determined (PART D & PART E)**    [Edit](#)

Total Determined Acres in Stand:	Total Determined Damaged Acres in Stand:	Total Determined Acres for payment:
Total Determined Trees in Stand:	Total Determined Trees Lost:	Total Determined Trees Lost for Payment:
Total Determined Trees Damaged:	Total Determined Trees Damaged for payment:	Determined Replanted Trees Count:

Practice Code	Practice Code Description	Trees/Acres Determined
<a href="#">Add New Practice for Determination</a>		

**Applicant's Signature Date:**     **Type of Signature :**  ▾

      

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67 Deleting Practices

A Overview

Practices that have not been approved by COC can be deleted from the Stand Summary Screen.

Practices that have been approved by COC are deleted from the COC Determination (PART D & PART E) section on the Stand Summary Screen.

B Example of Stand Summary (PART B) Screen

The following is an example of the Stand Summary Screen (PART B) for an unapproved application.

Crop: Apples

**Stand Information (PART B) [Edit](#)**

Applicant's Share: 80.00	Total Acres in Stand: 100.0	Total Acres Damaged: 75.0
Total Trees in Stand: 555.0	Total Trees Lost: 444.0	
Total Trees Damaged: 111.0	Total Replanted Trees: 0.0	

Practice Code	Practice Code Description	Trees/Acres Requested		
01	Fruit and Nut Tree Replacement	444	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting Cost	333	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site Preparation	75.0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Practice for Request](#)

**COC Determined (PART D & PART E) [Edit](#)**

Total Determined Acres in Stand:	Total Determined Damaged Acres in Stand:	Total Determined Acres for payment:
Total Determined Trees in Stand:	Total Determined Trees Lost:	Total Determined Trees Lost for Payment:
Total Determined Trees Damaged:	Total Determined Trees Damaged for payment:	Determined Replanted Trees Count:

Practice Code	Practice Code Description	Trees/Acres Determined

67 **Deleting Practices (Continued)**

**C Action**

From the TAP Application Summary Screen:

- CLICK “Edit” next to the application
- CLICK “Delete” next to applicable practice. The Delete Practice Information Screen will be displayed.

**D Example of Delete Practice Information Screen**

The following is an example of the Delete Practice Information Screen

**Delete Practice Information**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**

Applicant's Name: **IMA PRODUCER**  
 Stand Status: **Initiated**

**Stand Number 1**

Disaster Event: **Freeze**      Disaster Date: **11/01/2023**  
 Crop: **Apples**

**Practice Code: Site Preparation**  
**Acres Requested: 9.1500**

**E Confirming Deletion of Practice**

On the Delete Practice Information Screen, CLICK “Confirm” to delete the practice.

68 **Recording Applicant’s Signature**

**A Overview**

After all stands and practices have been entered, the user will record the applicant’s signature and type of signature on the Stand Summary Screen.

68 Recording Applicant's Signature (Continued)

B Example of Stand Summary Screen

The following is an example of the bottom of the Stand Summary Screen after practices have been entered.

**Stand Summary**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
Applicant's Name: **IMA PRODUCER**

[Add a new Stand](#)      Sort By:  ▾

[Expand All](#)    [Collapse All](#)

**Stand#: 1**    Freeze      11/01/2023      [Edit](#)    [Delete](#)    [Collapse](#)

Crop: Apples

**Stand Information (PART B)**    [Edit](#)

Applicant's Share: 100.00      Total Acres in Stand: 9.15      Total Acres Damaged: 9.15

Total Trees in Stand: 1512.0      Total Trees Lost: 1512.0

Total Trees Damaged: 0.0      Total Replanted Trees: 0.0

Practice Code	Practice Code Description	Trees/Acres Requested		
01	Fruit and Nut Tree Replacement	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting Cost	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site Preparation	9.15	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Practice for Request](#)

**Applicant's Signature Date:**        **Type of Signature :**  ▾

      

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**68 Recording Applicant’s Signature (Continued)**

**C Action**

On the bottom of the Stand Summary Screen:

- enter the date the applicant signed CCC-899
- using the drop-down menu, select how the application was submitted
- CLICK “Submit”

**Note:** The Stand Summary Screen will be redisplayed indicating that the application was successfully saved.

- CLICK “Application Selection” to return to the TAP Summary Screen.

**69-80 (Reserved)**



Part 5 Stand and Practice Determinations

81 COC Determination (PART D & E) Screen

A Overview

After LA has completed the site visit, users will enter the site visit determinations within the COC Determination (PART D & E) section.

B Example of COC Determination (PART D & PART E) Screen

The following is an example of the Stand Summary Screen displaying the COC Determination (PART D & PART E) section before the field visit information has been entered.

The screenshot shows the 'Stand Summary' interface. At the top, it displays: Year: 2023, State: Minnesota(27), County: East Otter Tail(111), and Applicant's Name: IMA PRODUCER. Below this is a table with one row: Practice Code 14, Description 'Site preparation per acre', and Acres 0.888. There are 'Edit' and 'Delete' links for this row. Below the table is a link 'Add New Practice for Request'. The main section is titled 'COC Determined (PART D & PART E)' with an 'Edit' link. It contains a summary table with three columns: 'Total Determined Acres in Stand', 'Total Determined Damaged Acres in Stand', and 'Total Determined Acres for payment'. Below this are three rows of tree counts: 'Total Determined Trees in Stand', 'Total Determined Trees Lost', and 'Total Determined Trees Damaged' on the left; 'Total Determined Trees Lost for Payment' in the middle; and 'Determined Replanted Trees Count' on the right. At the bottom is a table header with three columns: 'Practice Code', 'Practice Code Description', and 'Trees/Acres Determined', followed by a link 'Add New Practice for Determination'.

C Action

On the Stand Summary Screen, CLICK “Edit” next to “COC Determined (PART D & PART E)” to record field visit results. The Edit Stand for COC Action/Determination Screen will be displayed.

82 Edit Stand for COC Action/Determination Screen

A Overview

The Edit Stand for COC Action/Determination Screen allows users to edit the stand determination.

B Example of the Edit Stand for COC Action/Determination Screen

The following is an example of the Edit Stand for COC Action/Determination Screen.

**Edit Stand for COC Action/Determination**

Year: **2023**      State: **Florida(12)**      County: **Polk(105)**  
Applicant's Name: **IMA PRODUCER**  
Stand Status: **Initiated**

**COC Action/Determination for Stand# 1**

Disaster Event: **Plant Disease** Disaster Date: **05/15/2023**  
Crop: **Oranges**

Total Determined Trees in Stand:

Total Determined Trees Lost:

Total Determined Trees Lost for Payment :

Total Determined Trees Damaged:

Total Determined Trees Damaged for Payment:

Total Determined Acres in Stand:

Total Determined Damaged Acres in Stand:

Total Determined Acres for payment:

Total Replanted Trees:

Practice Code	Practice Code Description	Trees/Acres Determined
<a href="#">Add new Practice</a>		

COC Approval Date:

Please select:  
 **Approve**     **Disapprove**

82 Edit Stand for COC Action/Determination Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Year	Displays the program year.
State	Displays the administrative State.
County	Displays the administrative county.
Applicant's Name	Displays name of the applicant.
Stand Status	Displays the status of the stand.
Disaster Event	Displays the disaster event.
Disaster Date	Displays the starting date of the disaster event.
Crop	Displays the affected tree, bush, or vine.
Total Determined Trees in Stand	Enter in whole numbers the determined trees in the stand from CCC-899 Part D.
Total Determined Trees Lost	Enter the total trees lost in whole numbers from CCC-899 Part D.
Total Determined Trees Lost for Payment	<p>Displays the system calculated total determined trees lost eligible for payment.</p> <p>See Exhibit 4 for an explanation about how the system calculated determined trees lost for payment.</p>
Total Determined Trees Damaged	Enter in whole numbers, the total determined trees damaged.
Total Determined Trees Damaged for Payment	<p>Displays the system calculated total determined trees damaged eligible for payment.</p> <p>See Exhibit 4 for an explanation about how the system calculated determined trees lost for payment.</p>
Total Determined Acres in Stand	Enter in the total determined acres in the stand.
Total Determined Damaged Acres in Stand	Enter in the total determined damaged acres in the stand.
Total Determined Acres for Payment	Displays the system calculated total determined acres eligible for payment. See Exhibit 4 for an explanation about how the system calculated determined acres for payment.

82 Edit Stand for COC Action/Determination Screen (Continued)

C Field Descriptions and Actions

Field/Button	Description/Action
Total Replanted Trees	<p>Enter in whole numbers, the total trees that were replanted in the stand since the last loss was reported.</p> <p><b>Note:</b> This is only applicable if a loss has already been reported for the same stand of trees in the same program year.</p>
Calculate & Save	Click “Calculate and Save” to calculate determinations and save data entered.
Add new Practice	Click “Add new Practice” to enter the approved practice details.
COC Approval Date	<p>Enter the COC determination date.</p> <p>Users can manually enter the date or use the calendar widget to populate the date.</p>
COC Determination	Click the applicable “Approve” or “Disapprove” button.
Save COC Action/Determination	<p>Click “Save the COC determination” to save the COC approval date.</p> <p>The Stand Summary Screen will be displayed.</p>
Cancel	Clicking “Cancel” cancels the process and navigates to the Stand Summary Screen.

82 Edit Stand for COC Action/Determination Screen (Continued)

D Example of Edit Stand for COC/Action Determination Screen-Completed

The following is an example of the Stand Summary Screen after stand determinations have been entered and the system has calculated eligible trees for payment.

### Edit Stand for COC Action/Determination

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
Applicant's Name: **IMA PRODUCER**  
Stand Status: **Initiated**

**COC Action/Determination for Stand# 1**

Disaster Event: **Freeze**    Disaster Date: **11/05/2023**  
Crop: **Apples**

Total Determined Trees in Stand:	1490
Total Determined Trees Lost:	1490
Total Determined Trees Lost for Payment :	1252
Total Determined Trees Damaged:	0
Total Determined Trees Damaged for Payment:	0
Total Determined Acres in Stand:	9.0000
Total Determined Damaged Acres in Stand:	9.0000
Total Determined Acres for payment:	7.5600
Total Replanted Trees:	0

Practice Code	Practice Code Description	Trees/Acres Determined
<a href="#" style="color: blue; text-decoration: none;">Add new Practice</a>		

COC Approval Date:

Please select:  
 Approve     Disapprove

83 Adding Determined Practices

A Overview

After the field visit, the user will add the practices that will be completed from the COC Determine (PART D & PART E) section of the Stand Summary Screen.

B Example of the Edit Stand for COC Action/Determination Screen

The following is an example of the Edit Stand for COC/Action Determination Screen after stand determination has been entered.

**Edit Stand for COC Action/Determination**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
Applicant's Name: **IMA PRODUCER**  
Stand Status: **Initiated**

**COC Action/Determination for Stand# 1**

Disaster Event: **Freeze**    Disaster Date: **11/05/2023**  
Crop: **Apples**

Total Determined Trees in Stand:

Total Determined Trees Lost:

Total Determined Trees Lost for Payment : 1252

Total Determined Trees Damaged:

Total Determined Trees Damaged for Payment: 0

Total Determined Acres in Stand:

Total Determined Damaged Acres in Stand:

Total Determined Acres for payment: 7.5600

Total Replanted Trees:

Practice Code	Practice Code Description	Trees/Acres Determined
<a href="#">Add new Practice</a>		

COC Approval Date:

Please select:  
 **Approve**     **Disapprove**

83 Adding Determined Practices (Continued)

C Action

On the Edit Stand for COC/Action Determination Screen, CLICK “Add new Practice” and the Add Practice Information for COC/Action Determination Screen will be displayed.

84 Add Practice Information for COC Action/Determination Screen

A Overview

The Add Practice Information for COC Action/Determination Screen allows users to enter the practices required to complete the stand.

B Example of Add Practice Information for COC Action/Determination Screen

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

**Add Practice Information for COC Action/Determination**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**

Applicant's Name: **IMA PRODUCER**  
Stand Status: **Initiated**      Stand Number **1**

Disaster Event: **Freeze**      Disaster Date: **11/05/2023**  
Crop: **Apples**

Total Determined Trees Lost for Payment: **1252**  
Total Determined Trees Damaged for Payment: **0**  
Total Determined Acres for payment: **7.5600**

Practice Code:  ▼

Acres Requested:

**84 Add Practice Information for COC Action/Determination Screen (Continued)**

**C Action**

On the Add Practice Information for COC Action/Determination Screen:

- select the practice code using the drop-down menu
- enter the determined acres or trees as displayed on the screen for each practice code determined
- CLICK “Save Practice”.

After all practices have been entered, the Stand Summary Screen will be redisplayed, CLICK “Submit”. The application is now ready for a COC determination. See paragraph 81.

**85-100 (Reserved)**

**Part 6 COC Determinations**

**101 COC Determinations Individual Applications**

**A Overview**

Applications are approved or disapproved at the stand level. Users will record the applicable determination on the Stand Summary Screen in the COC Determined (PART D & PART E) section.

From the TAP Summary Screen:

- CLICK “Edit” next to the applicable applicant’s name; the Stand Summary Screen will be displayed
- CLICK “Expand” to display the applicable stand.

101 COC Determination Individual Applications (Continued)

**B Example of COC Determined (PART D & PART E) Section**

The following is an example of the Stand Summary Screen with a completed COC Determined (PART D & PART E) section ready for COC determination.

**Stand Summary**

Year: **2023**      State: **Michigan(26)**      County: **Delta(041)**  
 Applicant's Name: **IMA PRODUCER**

[Add a new Stand](#)      Sort By:  ▾

[Expand All](#)    [Collapse All](#)

**Stand#: 1**    Freeze      11/05/2023      [Edit](#)    [Delete](#)    [Collapse](#)  
 Crop: Apples

**Stand Information (PART B)**    [Edit](#)

Applicant's Share: 100.00      Total Acres in Stand: 9.15      Total Acres Damaged: 9.15  
 Total Trees in Stand: 1512.0      Total Trees Lost: 1512.0  
 Total Trees Damaged: 0.0      Total Replanted Trees: 0.0

Practice Code	Practice Code Description	Trees/Acres Requested		
01	Fruit and Nut Tree Replacement	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting Cost	1512	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site Preparation	9.15	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Practice for Request](#)

**COC Determined (PART D & PART E)**    [Edit](#)

Total Determined Acres in Stand: 9.0      Total Determined Damaged Acres in Stand: 9.0000      Total Determined Acres for payment: 7.5600  
 Total Determined Trees in Stand: 1490      Total Determined Trees Lost: 1490      Total Determined Trees Lost for Payment: 1252  
 Total Determined Trees Damaged: 0      Total Determined Trees Damaged for payment: 0      Determined Replanted Trees Count: 0

Practice Code	Practice Code Description	Trees/Acres Determined		
01	Fruit and Nut Tree Replacement	1252	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting Cost	1252	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site Preparation	7.56	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New Practice for Determination](#)

**COC Signature Date:**

Approve     Disapprove

101 COC Determination Individual Applications (Continued)

C Action

On the Stand Summary Screen in the COC Determined (PART D & PART E) section:

- enter the COC signature date
- CLICK the “Approve” or “Disapprove” button
- CLICK “Submit”.

102 COC Determination Bulk Approvals

A Overview

Users have the option to approve and/or disapprove multiple stands at the same time.

To approve multiple stands, CLICK “COC Determination Bulk Approval” from the left navigation menu on the TAP Application Summary Screen.

B Example of Bulk COC Approval/Disapproval for TAP Payment Screen

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

**Bulk COC Approval/Disapproval for TAP Payment**

Year: **2023**      State: **Kentucky(21)**      County: **Adair(001)**

COC Signature Date:        [Approve All](#)   [Disapprove All](#)

ProducerName: **IMA PRODUCER A**

Stand#	Crop:	Disaster Date:	Disaster Event:	
11	APPLE	11/01/22	BLIZZ	<input type="checkbox"/> Approve
				<input type="checkbox"/> Disapprove

ProducerName: **IMA PRODUCER B**

Stand#	Crop:	Disaster Date:	Disaster Event:	
78	GRAPE	05/01/23	TORNA	<input type="checkbox"/> Approve
				<input type="checkbox"/> Disapprove

    

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## 102 COC Determination Bulk Approvals (Continued)

### C Action

From the TAP Application Summary Screen, CLICK “COC Determination Bulk Approval” from the left navigation menu. The Bulk COC Approval/Disapproval for TAP Payment Screen will be displayed.

On the Bulk COC Approval/Disapproval for TAP Payment Screen:

- enter the COC signature date
- CLICK the applicable approve or disapprove checkbox for each stand
- CLICK “Submit”.

**Note:** The user has the option to approve or disapprove all applications by clicking the “Approve All” or “Disapprove ALL” link.

**Warning:** County Office users are not authorized to approve/disapprove their own applications.

## 103 COC Determination Electronic Approvals

### A Overview

All County Office users can process bulk electronic approvals/disapprovals; however, only employees that are designated to approve/disapprove CCC-899’s are authorized to use this function since the approving official’s name will be printed in the “COC or Designee’s Signature” signature block.

The COC signature date will be the current system date and cannot be changed.

103 COC Determination Electronic Approvals

**B Example of Bulk Electronic Payment Eligibility Approval/Disapproval Screen**

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

**Bulk Electronic COC Approval/Disapproval for TAP Payment**

Year: **2023**      State: **Kentucky(21)**      County: **Adair(001)**

COC Signature Date: **11/12/2024** (Current Date)    [Approve All](#)    [Disapprove All](#)

ProducerName: **IMA PRODUCER A**

Stand#	Crop:	Disaster Date:	Disaster Event:	
11	APPLE	11/01/22	BLIZZ	<input type="checkbox"/> Approve
				<input type="checkbox"/> Disapprove

ProducerName: **IMA PRODUCER B**

Stand#	Crop:	Disaster Date:	Disaster Event:	
78	GRAPE	05/01/23	TORNA	<input type="checkbox"/> Approve
				<input type="checkbox"/> Disapprove

    

[Go to Top](#)

**C Action**

From the TAP Application Summary Screen, CLICK “COC Determination Electronic Approval” from the left navigation menu. The Bulk Electronic COC Approval/Disapproval for TAP Payment Screen will be displayed.

On the Bulk Electronic COC Approval/Disapproval for TAP Payment Screen:

- CLICK the applicable “approve” or “disapprove” checkbox for each stand
- CLICK “Submit”.

**Note:** The authorized user has the option to approve or disapprove all applications by clicking the “Approve All” or Disapprove ALL” link.

**Warning:** County Office users are not authorized to approve/disapprove their own applications.

104-110 (Reserved)



Part 7 Performance and Payment

111 Certifying Practices

A Overview

After the applicant has completed the practice(s), the user will record the completed performance.

B Recording Performance

Record performance for completed practices according to this table.

Step	Description/Action
1	On the TAP Summary Screen, CLICK “Edit” next to the applicant’s name.  <b>Note:</b> The status of the stand must be “COC Determined”.
2	On the Stand Summary Screen, CLICK “Expand” next to the applicable stand.
3	The Stand Summary Screen will be redisplayed with the stand information. Scroll to the Payment Eligibility (PART F & PART G) section.  CLICK “Edit”.

**Stand Information (PART B) [Edit](#)**

Applicant's Share: 100.00    Total Acres in Stand:9.75    Total Acres Damaged:3.12

Total Trees in Stand: 1078.0    Total Trees Lost:1078.0

Total Trees Damaged: 0.0    Total Replanted Trees:491.0

Practice Code	Practice Code Description	Trees/Acres Requested		
01	Fruit and Nut Tree Replacement	345	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Planting cost per eligible plants	345	<a href="#">Edit</a>	<a href="#">Delete</a>
14	Site preparation per acre	3.12	<a href="#">Edit</a>	<a href="#">Delete</a>

14    - preparat...    [Edit](#)

**Add New Practice for Determination**

COC Signature Date:

Approve     Disapprove

**Payment Eligibility (PART F & PART G) [Edit](#)**

Practice Code	Replacement Crop	Replacement Practice Code	Trees/Acres Completed	Actual Cost
---------------	------------------	---------------------------	-----------------------	-------------

111 Certifying Practices (Continued)

B Recording Performance (Continued)

Step	Description/Action																		
4	<p>The Edit Payment Eligibility Screen will be displayed allowing users to enter completed practice details.</p> <div data-bbox="402 407 1386 1331" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px;"><b>Edit Payment Eligibility</b></div> <p>Year: <b>2023</b>      State: <b>California(06)</b>      County: <b>Merced(047)</b>                      Applicant's Name: <b>IMA PRODUCER</b>                      Stand Status: <b>COC Determined</b></p> <p style="text-align: center;"><u><b>Payment Eligibility for Stand# 1</b></u></p> <p>Disaster Event: <b>Plant Disease</b>      Disaster Date: <b>09/28/2023</b>                      Crop: <b>Apples</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 15%;">Practice Code</th> <th style="width: 65%;">Practice Code Description</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Fruit and Nut Tree Replacement</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> <tr style="background-color: #00b050; color: white;"> <th>Practice Code</th> <th>Practice Code Description</th> <th>Action</th> </tr> <tr> <td>10</td> <td>Planting cost per eligible plants</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> <tr style="background-color: #00b050; color: white;"> <th>Practice Code</th> <th>Practice Code Description</th> <th>Action</th> </tr> <tr> <td>14</td> <td>Site preparation per acre</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> </tbody> </table> <p style="text-align: center;"> <b>Producer Payment Eligibility Signature</b> <input type="text"/>      <b>Type Of Signature :</b> <input type="text" value="Select"/> </p> <p style="text-align: center;"> <b>COC Payment Eligibility Signature Date:</b> <input type="text"/>      <b>Please select:</b> </p> <p style="text-align: center;"> <input type="radio"/> <b>Approve</b>    <input type="radio"/> <b>Disapprove</b> </p> <p style="text-align: center;"> <input type="button" value="Save Payment Eligibility"/>    <input type="button" value="Cancel"/> </p> </div>	Practice Code	Practice Code Description	Action	01	Fruit and Nut Tree Replacement	<a href="#">Add/Edit Details</a>	Practice Code	Practice Code Description	Action	10	Planting cost per eligible plants	<a href="#">Add/Edit Details</a>	Practice Code	Practice Code Description	Action	14	Site preparation per acre	<a href="#">Add/Edit Details</a>
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Practice Code	Practice Code Description	Action																	
10	Planting cost per eligible plants	<a href="#">Add/Edit Details</a>																	
Practice Code	Practice Code Description	Action																	
14	Site preparation per acre	<a href="#">Add/Edit Details</a>																	
5	CLICK "Add/Edit Details" for the applicable practice code.																		

111 Certifying Practices (Continued)

B Recording Performance (Continued)

Step	Description/Action
6	<p>On the Add Practice Code Payment Eligibility Screen :</p> <ul style="list-style-type: none"> <li>• enter trees/acres completed</li> <li>• enter actual cost</li> <li>• CLICK “Save”.</li> </ul> <p><b>Note:</b> If the applicant has planted a replacement crop change the original crop to the replacement crop using the down menu.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 2px;"><b>Add Practice Code Payment Eligibility</b></p> <p>Year: <b>2023</b>      State: <b>California(06)</b>      County: <b>Merced(047)</b>                      Applicant's Name: <b>IMA PRODUCER</b></p> <p>Stand Status: <b>COC Determined</b>      Stand Number: <b>1</b>                      Disaster Event: <b>Plant Disease</b>      Disaster Date: <b>09/28/2023</b>                      Crop: <b>Apples</b>      Practice Code: <b>01</b></p> <p>Total Determined Trees Lost for Payment: <b>399</b>                      Total Determined Trees Damaged for Payment: <b>0</b>                      Total Determined Acres for payment: <b>3.6080</b></p> <p style="text-align: center;"> <b>Replacement Crop:</b> <input type="text" value="Apples"/> <span style="font-size: small;">▼</span>  <b>Practice Code:</b> <input type="text" value="01-Fruit and Nut Tree Replacement"/> <span style="font-size: small;">▼</span>  <b>Practice Rate:</b> <input type="text" value="12.00"/>  <b>Trees/Acres Completed:</b> <input type="text"/>  <b>Actual Cost:</b> <input type="text"/> </p> <p style="text-align: center;"> <input type="button" value="Save"/>    <input type="button" value="Cancel"/> </p> </div>

111 Certifying Practices (Continued)

B Recording Performance (Continued)

Step	Description/Action																												
7	<p>The Stand Summary Screen will be updated with the completed practice details.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;"><b>Edit Payment Eligibility</b></div> <p>Year: <b>2023</b>      State: <b>California(06)</b>      County: <b>Merced(047)</b>                      Applicant's Name: <b>IMA PRODUCER</b>                      Stand Status: <b>COC Determined</b></p> <p style="text-align: center;"><b><u>Payment Eligibility for Stand# 1</u></b></p> <p>Disaster Event: <b>Plant Disease</b>      Disaster Date: <b>09/28/2023</b>                      Crop: <b>Apples</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 10%;">Practice Code</th> <th style="width: 60%;">Practice Code Description</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Fruit and Nut Tree Replacement</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #808080; color: white;"> <th style="width: 25%;">Replacement Crop</th> <th style="width: 15%;">Replacement Practice Code</th> <th style="width: 15%;">Trees/Acres Completed</th> <th style="width: 15%;">Actual Cost</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>Apples</td> <td>01</td> <td>399</td> <td style="text-align: right;">\$5989.00</td> <td style="text-align: right;"><a href="#">Edit Delete</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 10%;">Practice Code</th> <th style="width: 60%;">Practice Code Description</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Planting cost per eligible plants</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #00b050; color: white;"> <th style="width: 10%;">Practice Code</th> <th style="width: 60%;">Practice Code Description</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>Site preparation per acre</td> <td style="text-align: right;"><a href="#">Add/Edit Details</a></td> </tr> </tbody> </table> <div style="margin-top: 20px;"> <p><b>Producer Payment Eligibility Signature</b> <input style="width: 150px;" type="text"/>      <b>Type Of Signature :</b> <input type="text" value="Select"/></p> <p><b>Date:</b> <input style="width: 50px;" type="text"/></p> <p><b>COC Payment Eligibility Signature</b> <input style="width: 150px;" type="text"/>      <b>Please select:</b></p> <p><b>Signature Date:</b> <input style="width: 50px;" type="text"/>      <input type="radio"/> <b>Approve</b>    <input type="radio"/> <b>Disapprove</b></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Save Payment Eligibility"/>    <input type="button" value="Cancel"/> </p> </div> </div>	Practice Code	Practice Code Description	Action	01	Fruit and Nut Tree Replacement	<a href="#">Add/Edit Details</a>	Replacement Crop	Replacement Practice Code	Trees/Acres Completed	Actual Cost	Action	Apples	01	399	\$5989.00	<a href="#">Edit Delete</a>	Practice Code	Practice Code Description	Action	10	Planting cost per eligible plants	<a href="#">Add/Edit Details</a>	Practice Code	Practice Code Description	Action	14	Site preparation per acre	<a href="#">Add/Edit Details</a>
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111 Certifying Practices (Continued)

B Recording Performance (Continued)

Step	Description/Action																
8	Repeat the process for additional practices.																
9	<p>After all the practice information has been entered:</p> <ul style="list-style-type: none"> <li>enter the date the applicant signed CCC-899 Part 49A</li> <li>select the type of signature from the drop-down menu</li> <li>CLICK “Save Payment Eligibility”.</li> </ul> <div data-bbox="412 598 1409 1434" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;"><b>Edit Payment Eligibility</b></div> <p>Year: <b>2023</b>    State: <b>California(06)</b>    County: <b>Merced(047)</b>                      Applicant's Name: <b>IMA PRODUCER</b>                      Stand Status: <b>Applicant Signed for Payment</b></p> <p style="text-align: center;"><b>Payment Eligibility for Stand# 1</b></p> <p>Disaster Event: <b>Plant Disease</b>    Disaster Date: <b>09/28/2023</b>                      Crop: <b>Apples</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Practice Code</th> <th>Practice Code Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>Site preparation per acre</td> <td style="text-align: right; color: purple;">Add/Edit Details</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th>Replacement Crop</th> <th>Replacement Practice Code</th> <th>Trees/Acres Completed</th> <th>Actual Cost</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Apples</td> <td>14</td> <td>3.6080</td> <td>\$3167.07</td> <td style="text-align: right; color: blue;">Edit Delete</td> </tr> </tbody> </table> <p style="margin-top: 20px;"> <b>Producer Payment Eligibility Signature Date:</b> <input style="border: 1px solid red;" type="text" value="02/17/2024"/> <b>Type Of Signature :</b> <input style="border: 1px solid red;" type="text" value="Paper"/> </p> <p> <b>COC Payment Eligibility Signature Date:</b> <input type="text"/> <span style="margin-left: 20px;">Please select:</span>  <input type="radio"/> Approve    <input type="radio"/> Disapprove                 </p> <p style="text-align: center; margin-top: 20px;"> <input style="border: 1px solid red;" type="button" value="Save Payment Eligibility"/> <input type="button" value="Cancel"/> </p> </div>	Practice Code	Practice Code Description	Action	14	Site preparation per acre	Add/Edit Details	Replacement Crop	Replacement Practice Code	Trees/Acres Completed	Actual Cost	Action	Apples	14	3.6080	\$3167.07	Edit Delete
Practice Code	Practice Code Description	Action															
14	Site preparation per acre	Add/Edit Details															
Replacement Crop	Replacement Practice Code	Trees/Acres Completed	Actual Cost	Action													
Apples	14	3.6080	\$3167.07	Edit Delete													

## 112 Replacement Crops

### A Overview

Beginning with 2023, applicants have the option to replant a crop other than the original crop that was affected by the disaster. Replacement crops and practices can be different than the original crop and practice.

The replacement crop and applicable practices details will be recorded in Payment Eligibility section (Part F & G) on the Stand Summary Screen.

### B Action

Follow paragraph 111, step 6 to update the original crop to the replacement crop.

## 113 COC Determination of Performance

### A Overview

After the applicant has completed all the practices on the stand, the user will enter the COC determination.

113 COC Determination of Performance (Continued)

**B Example of Payment Eligibility (PART F & PART G) Section**

The following is an example of the Payment Eligibility (PART F & PART G) section pending COC determination.

**Stand Summary**

Year: **2023**      State: **California(06)**      County: **Merced(047)**  
 Applicant's Name: **IMA PRODUCER**

[Add a new Stand](#)      **Sort By:** Disaster Date By Ascending ▼

[Expand All](#)      [Collapse All](#)

---

**COC**      Date: 12/17/2023 📅

Approve     Disapprove

**Payment Eligibility (PART F & PART G)**    [Edit](#)

Practice Code	Replacement Crop	Replacement Practice Code	Trees/Acres Completed	Actual Cost
01	Apples	01	399	\$5989.00
10	Apples	10	399	\$1340.00
14	Apples	14	3.6080	\$3167.07

Producer Payment Eligibility Signature Date: 02/17/2024 📅

Type of Signature : Paper ▼

COC Payment Eligibility Signature Date:   📅

Approve     Disapprove

**C Action**

On Payment Eligibility (PART F & PART G) section of the Stand Summary Screen:

- enter the COC payment eligibility signature date
- click applicable approve or disapprove radio button
- CLICK "Submit".

114-120 (Reserved)



Part 8 Reports

121 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, CLICK “Reports” from the left navigation menu. The Select Report Screen will be displayed.

B Select Report Screen

The following is an example of the Select Report Screen.

**Select Report**

Year: **2024**      State: **Alabama(01)**      County: **Autauga(001)**

**COUNTY OFFICE TAP Reports**

- CCC-899
- 1. All Stands Approved for Payment      **Start Date:**   **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      **Start Date:**   **End Date:**  
- 9. Application Status Report
- 10. Applications Suspended Due to System Table Changes
- 11. County Mortality Rates

## 121 TAP Reports (Continued)

## C Description of Reports

The following table provides the report description and actions for the Select Report Screen.

Report	Descriptions/Action
CCC-899	<p>Allows users to select an applicant to print the CCC-899.</p> <p>To print CCC-899:</p> <ul style="list-style-type: none"> <li>• CLICK “CCC-899”</li> <li>• CLICK “Create Report”</li> <li>• select applicant from SCIMS Search Screen.</li> </ul> <p>A PDF version will be generated for printing.</p>
All Stands Approved for Payment	Displays an alphabetical report of approved stands based on a start and end date.
All Applications Initiated but No Applicant Signature Date Entered	Displays a report of applications entered in the system without an applicant’s signature.
All Stands with an Applicant Signature Date but No COC Representative Signature Date	Displays a report of applications pending COC determination date.
All Stands with COC Representative Signature Date but No Stand Information Applicant Signature Date	Displays a report of all stands that have a COC representative signature date in Part E but do not have an applicant signature date entered in Part C.
All Stands with COC Representative Signature Date but No Application Payment Signature Date Report	Displays a report of applicant’s name and number of stands that have a COC representative signature date but do not have an applicant payment signature date entered.
All Stands with Applicant Payment Signature Date but no COC or Designee’s Payment Approval Date Report	Displays a report of all stands that have an applicant payment signature date but do not have a COC or designee’s payment approval date entered.
Deleted Stands Report	Displays a report of stands that were deleted from the application.
All Disapproved Stands Report	Displays an alphabetical report of stands that are disapproved.
Application Status Report	Displays a report of all applications that are on file in the County Office and the status of each application.

122 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 Example of ECPR**

The following is an example of the TAP ECPR.

**Note:** One page will be displayed or printed per each stand.

<b>State:</b> FL <b>County:</b> Polk <b>Report ID:</b> CCC-899E		United States Department of Agricultural Farm Service Agency 2023 Tree Assistance Program Estimated Calculated Payment Report				Date: 11/19/2024 Page 1 of 3						
<b>IMA PRODUCER</b> 123 MAIN ST ANYWHERE USA		Notice of Loss # 1				<b>Application Number:</b> 16597						
Stand Number: 1 Disaster Dates: 03/29/2023 Stand Status: Completed						Disaster Event: Plant Disease Crop Name: Oranges Normal Mortality: 3.0						
Trees				Acres								
Total Determined Trees in Stand		3,025		Total Determined Acres in Stand		23.81						
Total Determined Lost Trees in Stand		3,025		Total Determined Damaged Acres in Stand		23.81						
Total Determined Lost Trees for Payment		2,480		Total Determined Acres for Payment		19.5242						
Total Determined Damaged Trees in Stand		0										
Total Determined Damaged Trees for Payment		0										
Projected						Actual						
Crop	Practice Code	Max. Practice Rate (\$)	Approved Trees / Acres for Practice	Producer Share (%)	Max. Projected Payment Amount (\$)	Replacement Crop	Replacement Practice Code	Trees / Acres Completed	Actual Cost (\$)	Producer Share (%)	Payment Level (%)	Actual Cost for Practice (\$)
Oranges	01	\$12.00	2,480	100%	\$29,760.00	Oranges	01	2,480	\$22,320.00	100%	65%	\$14,508.00
						<b>Total Actual Cost for Practice Category (Replacement)</b>						
Oranges	10	\$3.00	2,480	100%	\$7,440.00	Oranges	10	2,480	\$3,720.00	100%	65%	\$2,418.00
						<b>Total Actual Cost for Practice Category (Planting)</b>						
Oranges	14	\$500.00	19.524	100%	\$9,762.00	Oranges	14	10.524	\$8,250.42	100%	50%	\$4,125.21
						<b>Total Actual Cost for Practice Category (Site Preparation)</b>						
Estimated Payment Amount - \$21,051.00												

**C Field Descriptions**

The following information is displayed on ECPR's.

**Note:** One page will be displayed or printed for each stand.

Field	Description
Program Year	Year associated with CCC-899 that was filed by the affected producer.
Program Name	Defaults to Tree Assistance Program.
State	State as selected.
County	County as selected.
Report ID	Defaults to CCC-899E.

## 122 ECPR (Continued)

## C Field Descriptions (Continued)

Field	Description
Applicant's Name	Name of the applicant associated with the selection.  <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	Address of the applicant associated with the selection.
Application Number	Number assigned by the system.
Notice of Loss #	Notice of loss number associated with CCC-899.
Stand Number	Stand number associated with the loss.
Disaster Event	Disaster event.
Disaster Dates	Date associated with the disaster event.
Crop Name	Crop for which the producer is applying for a TAP payment.
Stand Status	The completion status of the stand. One of the following will be displayed: <ul style="list-style-type: none"> <li>• "Initiated"</li> <li>• "COC Determined"</li> <li>• "Applicant Signed for Payment"</li> <li>• "Completed".</li> </ul>
Normal Mortality	The normal mortality rate for the crop.
Total Determined Trees in Stand	Number of trees in stand as determined by COC.
Total Determined Lost Trees in Stand	Number of trees lost in stand as determined by COC.
Total Determined Lost Trees for Payment	Total determined trees in stand <b>times</b> 15 percent <b>plus</b> normal mortality.  <b>Note:</b> See Exhibit 4 for an explanation of this determination made on CCC-899.
Total Determined Damaged Trees in Stand	Number of trees damaged in stand as determined by COC.
Total Determined Damaged Trees for Payment	Total determined trees in stand <b>times</b> 15 percent <b>plus</b> normal mortality.  <b>Note:</b> See Exhibit 4 for an explanation about how the system calculated determined trees lost for payment.
Total Determined Acres in Stand	Number of acres in stand as determined by COC.
Total Determined Damaged Acres in Stand	Number of damaged acres as determined by COC.

## 122 ECPR (Continued)

## C Field Descriptions (Continued)

Field	Description
Total Determined Acres for Payment	Total determined trees in stand times 15 percent plus normal mortality minus total determined damaged acres in stand.
Practice Code	COC-determined practice code for the stand.
Maximum Practice Rate Approved Trees/Acres for Practice	Maximum rate approved for the practice.
Approved Trees/Acres for Practice	Number of trees/acres approved by COC for each practice.
Producer Share	Producer's share of the stand.
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"> <li>• Approved Trees/Acres for Payment times</li> <li>• Producer Share times</li> <li>• Maximum Practice Rate for practice.</li> </ul>
Tree/Acres Completed	Number of trees/acres completed by the producer for each practice.
Actual Cost	Actual cost for the practice based on documentation received from the producer.
Producers Share	Producer's share of the stand.
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"> <li>• Actual Costs times</li> <li>• Producer Share times</li> <li>• Payment Level.</li> </ul>
Total Estimated Payment Amount	Lesser of the "maximum projected payment" and the "actual cost for practice", per practice code line item, are totaled. <p><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.</p>
Calculation Explanation	The explanation is displayed on the last ECPR printed for the producer.

123-150 (Reserved)



## Part 9 Payment Provisions

### 151 General Payment Provisions

#### A Overview

The TAP payment process is an automated process that determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be updated to the Pending Overpayment Report.

#### B Frequency of Payment Processing

Payments are processed nightly for the following:

- gross payment amounts sent through the automated payment process
- payments on the Nonpayment Report if changes have been made in the TAP system during the day for the producer or supporting system information.

All payments on the Nonpayment Report are processed once a week to ensure that all payment eligibility updates have been applied to the reduced payment amount.

#### C Obtaining FSA-325

FSA-325 must be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent after applying for benefits. Payment must be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number.

**Note:** If CCC-899 has been filed by the producer, a revised CCC-899 is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

#### D Administrative Offset

TAP payments are subject to administrative offset provisions, including TOP services.

#### E Assignments

An applicant entitled to a TAP payment may assign payments according to 63-FI.

**151 General Payment Provisions (Continued)****F Bankruptcy**

Bankruptcy status does not exclude a producer from requesting TAP benefits.

**Note:** Contact the OGC regional attorney for guidance on issuing payments on all bankruptcy cases.

**G Payments Less Than \$1**

TAP payments will be issued in dollars and cents so all payment amounts will be sent to NPS.

**H Prompt Payment Interest**

TAP payments are subject to the Prompt Payment Act. A prompt payment interest penalty will 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.

**I Prompt Payment Due Dates**

TAP payments are subject to the Prompt Payment Act. A prompt payment interest penalty will 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.

**152 Funds Control****A Funds 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 Funds Allotment and Access**

If the national eFunds allocation is ever depleted, PDD will work with FPAC Business Center, FMD to obtain additional funds, if possible. PDD will send an email 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 submit the issue to the FSA Farm Programs Software Issues SharePoint site according to paragraph 3.

**C Failed Obligations**

If a payment does not process because of a failed obligation, State Offices should submit the issue to the FSA Farm Programs Software Issues SharePoint site according to paragraph 3.

**153 Payment Limitation and Eligibility**

**A Payment Limitation Rules**

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.

**B 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 member will be listed on the Nonpayment Register with the applicable message. Eligibility determinations must be updated before the producer or member can be paid. These determinations 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.

<b>Eligibility Determination</b>	<b>Value</b>	<b>Eligible for TAP</b>
AD-1026	Certified	Yes
	Not Filed	No
	Good Faith Determination	Yes
	Exemption COC	Yes
	Awaiting Affiliate Certification	No
	Affiliate Violation	No

153 Payment Limitation and Eligibility (Continued)

**B Determining Payment Eligibility (Continued)**

<b>Eligibility Determination</b>	<b>Value</b>	<b>Eligible for TAP</b>
<b>AGI</b>  <b>Note:</b> The average AGI of an individual or legal entity cannot exceed \$900,000.	Compliant – Producer	Yes
	Compliant – Agent	Yes
	Exempt	Yes
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No
<b>AGI - 2002 Farm Bill</b>	Compliant – CCC-526	No
	Compliant – Agent	No
	Exempt	No
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No
<b>Conservation Compliance - Farm/Tract Eligibility</b>	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
<b>Controlled Substance</b>	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
<b>FCIC Fraud</b>	Compliant	Yes
	Not Compliant	No
<b>Person Eligibility - 2002 Farm Bill</b>	COC Determination Completed	No
	Not Filed	No
	Awaiting Determination	No
	Awaiting Revision	No

**C Eligibility Conditions**

If an applicant 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:

- conservation compliance
- controlled substance
- AD-1026.

154 Payment Processing

**A Supporting Files for Integrated Payment Processing**

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

<b>Type of Information</b>	<b>How Information Is Used for Payment Processing</b>	<b>Source</b>
Application Data	Used to compute the TAP payment amount for the producer.	Application System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year for which the application was filed.	Subsidiary Eligibility System
General Name and Address Information	Used to determine the producer’s business type and general name and address information.	Business Partner/ SCIMS
Entity and Joint Operation Information	Used to determine the following for the year the application was filed: <ul style="list-style-type: none"> <li>• member contribution value</li> <li>• substantive change value</li> <li>• members and member’s share of the following:                             <ul style="list-style-type: none"> <li>• general partnerships</li> <li>• joint ventures</li> <li>• entities.</li> </ul> </li> </ul>	Business File
Combined Producer Information	Used to determine whether producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	Calculated payment information is provided to NPS. The determined overpayment amount is provided to NRRS.	NPS or NRRS

154 **Payment Processing (Continued)**

**B Prerequisites for Payments**

The following table details the actions that must be performed or verified as having been completed to properly issue payments. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	Application has been approved, and the approval date has been recorded in the system.
2	Application is on file for the applicable year for those seeking payment and the eligibility information is recorded in the web-based eligibility system.
3	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 6-PL.
4	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
5	Assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed.

**C 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.

154 Payment Processing (Continued)

**D Types of Triggers**

The following is an explanation of the 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 and does not require any County Office user interaction. The following will occur automatically: <ul style="list-style-type: none"> <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 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><b>Note:</b> See 9-CM, paragraph 66 for information about the Nonpayment Report.</p>
Tertiary	The TAP payment system will periodically recalculate all payments.

**E 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 is displayed on the Payment History Report.

**154 Payment Processing (Continued)**

**F 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.

<b>Original Approval Date</b>	<b>Sequestration Percentage</b>
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

**155 Canceling Payments**

**A Canceling Payments**

After payment processing has been completed, County Offices will 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.

**156 Overpayments**

**A Overview**

Overpayments will be determined during the TAP payment calculation process. Overpayment information will be updated to the Pending Overpayment Report according to 9-CM, paragraph 65. The overpayment will remain on the Pending Overpayment Report for 20 workdays to allow time for correcting the condition that caused the overpayment. If the overpayment is a legitimate debt, then the overpayment should be transferred to NRRS immediately.

**B Determined Overpayments**

The system will update applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

**C Handling Debts Less than \$100**

County Offices must follow 58-FI for handling receivables less than \$100.

## 157 Charging Interest

### A Overview

Program interest will be charged on all TAP overpayments 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 will 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 will not be charged if the producer:

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



## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		153
CCC-36	Assignment of Payment		154
CCC-37	Joint Payment Authorization		154
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		153
CCC-899	Tree Assistance Program Application for Trees, Bushes, and Vines		Text
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		151

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
2002 Farm Bill	The Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171)	153
ECPR	Estimated Calculated Payment Report	122
FPAC	Farm Production and Conservation	2, 152
ISD	Information Solutions Division	2
PDD	Program Delivery Division	1, 2, 3, 61, 152
RFS	receipt for service	4, 23
SND	Safety Net Division	1, 2, 42

### Re delegations of Authority

None



**Menu and Screen Index**

This table lists the screens displayed in this handbook.

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