

For: State and County Offices

**Trade Adjustment Assistance (TAA) for Farmers Program Application Software**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) reauthorizes and modifies the TAA for Farmers Program as established Trade Act of 2002 (Pub. L. 107-210), Title 1, Subtitle C, that amended the Trade Act of 1974. Pub. L. 111-5 authorizes an appropriation of not more than \$90 million for FY’s 2009 and 2010, and \$22.5 million for the first quarter of FY 2011, to carry out the TAA for Farmers Program for producers of agricultural commodities.

The TAA for Farmers application processing software, developed by FSA, allows FSA County Office employees to enter applicant data online using a web-based process available on the FSA Intranet. The complete TAA for Farmers software package is an integrated 3 part process, consisting of the:

- petition
- application
- payment.

**Important:** TAA for Farmers:

- software requires **eAuthentication** access; see subparagraph 2 A
- payments will be supported by NPS; see 1-FI.

**B Purpose**

This notice provides instructions and guidance to State and County Offices for processing FSA-229-1’s using the web-based TAA for Farmers application processing software located on FSA’s Intranet web site.

A forthcoming PS notice will provide instructions for TAA for Farmers payments/corrections, when available.

Disposal Date	Distribution
August 1, 2011	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C General Information About the Manual Excel File and Application Software

Because the TAA for Farmers application processing software was not available when FSA-229-1's were being accepted, FSA created a manual Excel file process. The manual Excel file process allowed FSA County and State Office employees to manually enter certain data into an Excel spreadsheet from the manually submitted FSA-229-1's. All data elements entered into the spreadsheet by FSA County and State Office employees will be uploaded to the TAA for Farmers application processing software according to 1-SP. State and County Offices will be notified when the transition from the Excel spreadsheet to the TAA for Farmers application processing software can begin.

#### D Petition Process is Integrated

The petition process:

- was created specifically for FAS employees in Washington, DC, to enter petitions online
- is integrated with the FSA application and payment processes that allow FSA County Office employees to view and select an approved petition online, to link to FSA-229-1's.

#### E TAA for Farmers Application Processing for FSA Employees

The integrated TAA for Farmers application processing software is designed for FSA County Office employee use and will be accessed through the Intranet. FSA County Office employees will be entering data for applicants from the manual FSA-229-1's.

The data entered for each FSA-229-1 is stored in a database to later allow FAS in Washington, DC, to:

- perform pro-rating functions, and initiate payment calculations
- initiate the payment processing functions (unlock) when appropriate, so that FSA County Offices can proceed with payment processing for approved FSA-229-1's in the database.

#### F Integrated TAA for Farmers Payment Processing Software

TAA for Farmers payment processing software is currently under development. It is designed to integrate with both the petition processing software and the application processing software, to allow processing payments.

#### G Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail to [stacy.carroll@wdc.usda.gov](mailto:stacy.carroll@wdc.usda.gov)
- telephone at 202-690-8037.

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### 1 Overview (Continued)

#### H Release Schedule

The TAA for Farmers application processing software detailed in this notice will be provided in Web Transmittal No. 245, to be released on **March 4, 2011**.

### 2 Getting Started

#### A eAuthentication Login

- under Links, CLICK “**FSA Applications**”
- under Price Support, CLICK “**Trade Adjustment Assistance for Farmers**”
- eAuthentication Warning Screen will be displayed
- CLICK “**I Agree**” and the eAuthentication Login Screen will be displayed
- enter user ID and password, CLICK “**Login**”, and the following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

The screenshot displays the TAA FSA User Interface. On the left is a 'TAAF Menu' sidebar with a welcome message for Erin Huston, a user with the role of 'FSA User'. The main content area is titled 'Select County' and shows the 'DODGE CITY SERVICE CENTER' and 'FORD COUNTY FARM SERVICE AGENCY SERVICE CENTER OFFICE'. A table allows the user to select a county and state. The table has three columns: 'Select', 'County', and 'State'. The 'Select' column contains a radio button, 'County' contains 'Ford', and 'State' contains 'Kansas'. Below the table is a 'Submit' button. At the bottom of the page, the text 'TAAF10COM11' and 'Last Modified: November 22, 2010' is visible, along with a 'Back To Top ^' link.

Select	County	State
<input type="radio"/>	Ford	Kansas

Submit

TAAF10COM11  
Last Modified: November 22, 2010

[Back To Top ^](#)

2 Getting Started (Continued)

B Trade Adjustment Assistance for Farmers (TAAF) Home Page

After a successful county selection, the following Trade Adjustment Assistance for Farmers (TAAF) Home Page will be displayed with the message, “Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application”.

On the Trade Adjustment Assistance for Farmers (TAAF) Home Page, under TAAF Menu, Applications, users can access the following:

- “Applications Main”
- “New Application”
- “Search by Applicant”
- “Disapproval Letters”
- “Mailing Labels”.



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### 3 TAAF Application Process

#### A “New Application” Option

This function shall **not** be used for FSA-229-1’s that have been uploaded using the Excel spreadsheet according to 1-SP. State and County Offices:

- will be notified when all FSA-229-1’s have been uploaded from the Excel spreadsheet
- can use the “Search by Applicant” option from TAAF Menu, Applications to verify that FSA-229-1 exists.

To record a new FSA-229-1, under TAAF Menu, Applications, CLICK “**New Application**”. The following SCIMS Customer Search Screen will be displayed that allows users to search for applicants.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

**Location**

State: KANSAS County (Optional): FORD

Service Center (Optional): ALL SERVICE CENTERS

Service Center Details National Search:

**Type**

Individual  Business  Both

Active  Active and Inactive

**Name**

Starts With  Exact Match

Last or Business:

First:

**Tax ID**

ID:

ID Type: SELECT ONE

Whole ID  Last 4 Digits

**Other**

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

3 TAAF Application Process (Continued)

A “New Application” Option (Continued)

After selecting an applicant from SCIMS, the following New Application - Enter Application Data Screen will be displayed that allows the user to add an application to the TAA for Farmers web-based database using information gathered on the manual FSA-229-1. Data fields with an asterisk are **required** entries. Fields with a drop-down menu indicate additional data is available. For a list of approved petitions from which to select, click “Petition” field drop-down arrow. Details of the petition selected may be viewed by clicking on the “Details” button.

The screenshot shows a web application interface for entering application data. The header includes 'State: Kansas' and 'County: Ford'. The main title is 'New Application - Enter Application Data'. A sidebar on the left contains a 'TAAF Menu' with options like 'Applications Main', 'New Application', and 'Search by Applicant'. The main content area contains the following fields and controls:

- Selected Applicant:** Any Farmer
- Applicant Address:** 1212 Any Street, Anytown, ST 12345. Below this is a 'Select Different Applicant' button.
- \* Petition:** A dropdown menu showing '-- Select a Petition --' and a 'Details' button.
- \* Date Received:** 12/34/5678 (MM/DD/YYYY) with a calendar icon.
- Preferred Contact Phone:** 123-456-7891 with a dropdown arrow.
- Preferred Contact Email:** No e-mail address information in SCIMS
- Primary Training Alternate:** (FirstName LastName) with an empty text box.
- Second Training Alternate:** (FirstName LastName) with an empty text box.
- \*\* Refused Payment:** Radio buttons for 'Yes, Applicant HAS refused cash payments' and 'No, Applicant HAS NOT refused cash payments'.
- \* County Office Email:** firstname.lastname@st.usda.gov (xxxx@xxxx.usda.gov) with an empty text box.

At the bottom right, there are 'Add Application' and 'Cancel' buttons.

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### 3 TAAF Application Process (Continued)

#### A “New Application” Option (Continued)

When users select a petition from the “Petition” field drop-down menu, the “Details” button becomes available, that allows the user to view details of the selected petition. The following is an example of the Details of Selected Petition Screen.



**Note:** If a user completes an application and then decides that the petition selected is incorrect, the County Office must:

- review application (subparagraph B)
- on the Review Eligibility Screen, in the “Describe Reason(s):” block, ENTER “**County Office selected incorrect Petition**” (subparagraph C)
- refer application to FAS for disapproval (subparagraph D)
- create a new application using the correct petition.

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### 3 TAAF Application Process (Continued)

#### A “New Application” Option (Continued)

After all entries have been completed, CLICK “**Add Application**”. The following Application Details Screen will be displayed with the message, “Info: The new Application has been successfully created”.

CLICK “**Back to Applications Main**” to **review** the application and answer the review questions.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User	<b>State: Kansas    County: Ford</b> <b>Application Details</b> 
<b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	<b>Info:</b> The new Application has been successfully created
<b>Other Functions</b> Change County Logout of eAuth	<b>Application Number:</b> 20-057-00001 <b>Petition:</b> 2010888 - testing (0123) <b>Application Status:</b> Pending <b>Date Received:</b> Monday, February 14, 2011 <b>Applicant:</b> Any farmer <b>Applicant Address:</b> 1212 Any Street Anytown, ST 12345 <b>Preferred Contact Phone:</b> 123-456-7891 <b>Preferred Contact Email:</b> None Selected <b>Primary Training Alternate:</b> None Specified <b>Second Training Alternate:</b> None Specified <b>Refused Payment:</b> No, Applicant HAS NOT refused cash payments <b>County Office Email:</b> firstname.lastname@st.usda.gov
	<input type="button" value="Edit"/> <input type="button" value="Back to Applications Main"/>

### 3 TAAF Application Process (Continued)

#### B Reviewing Application Questions

The following TAAF Applications Screen will be displayed that allows the user to:

- review “**Details**” of the application
- “**Edit**” the application
- “**Review**” the application questions.

To review the application questions, next to the applicable petition, CLICK “**Review**”.

The screenshot displays the TAAF Applications web interface. At the top, it shows the user's location as State: Kansas and County: Ford. The main heading is 'TAAF Applications'. On the left, there is a 'TAAF Menu' with options like 'Welcome, Erin Huston', 'User Role: FSA User', and 'Applications' (with sub-options: Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels). Below the menu are 'Other Functions' such as 'Change County' and 'Logout of eAuth'. The main content area features a 'Display Filter' section with dropdown menus for 'Fiscal Year' (set to '- All Years -'), 'Petition' (set to '- All Petitions -'), and 'Status' (set to '- All Statuses -'). There are 'Update Display' and 'Detail Display' buttons. Below the filter, it states 'One Application found.' and shows 'Current Sorting: Petition Number (Ascending)'. A table lists the application with columns: Petition, Application, Received, and Status. The application entry is: 2010888, 20-057-00001, 14 Feb 2011, Pending. Action buttons for 'Details', 'Edit', and 'Review' are visible next to the application entry. At the bottom, it shows 'TAAF10APP01' and 'Last Modified: October 11, 2010', along with a 'Back To Top' link.

**Note:** If the application has already been reviewed, “**Review**” will no longer be available and will be replaced with “**Event**” that allows the user to review the application status.

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### 3 TAAF Application Process (Continued)

#### B Reviewing Application Questions (Continued)

The following Review Application Screen will be displayed that allows the user to answer the review questions. After all questions have been answered, CLICK “Continue”.

**TAAF Menu**  
Welcome, Erin Huston  
User Role: FSA User

**Applications**  
Applications Main  
New Application  
Search by Applicant  
Disapproval Letters  
Mailing Labels

**Other Functions**  
Change County  
Logout of eAuth

**State:** Kansas **County:** Ford Help

**Review Application**

**Application Number:** 2010888-20-057-00001  
**Date Received:** 02/14/2011

\* 1. Did the Applicant present acceptable identification issued by a State or Federal government agency?  Yes  No

\* 2. Did the Applicant provide evidence of producing the Petition crop in the Petition Crop Year as required by regulations at 7 CFR 1580.301(d) and Section 296 (a)(1)(A) of the Trade Act of 1974?  Yes  No

\* 3. Did the Applicant provide evidence of production in at least one of the three years immediately preceding the Petition Crop Year as required by Section 296(a)(1)(A)(i) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(c)(1)?  Yes  No

\* 4. Did the Applicant provide evidence of reduced production or price (Options 1, 2, or 3) as required by Section 296 (a)(1)(A) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(c)(2) or (3)?  Yes  No

\* 5. Has the Applicant submitted a Farm Operating Plan as required by 7 CFR Part 1400 to determine eligibility?  Yes  No

\* 6. Has the Applicant received benefits under either the Trade Adjustment Assistance for Workers or Trade Adjustment Assistance for Firms programs as disallowed for eligibility under Section 296 (a) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(d)(5)?  Yes  No

TAAF10APP17  
Last Modified: January 6, 2011 Back To Top ^

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### 3 TAAF Application Process (Continued)

#### B Reviewing Application Questions (Continued)

The following Review Eligibility Screen will be displayed with the message, “Info: The Application’s properties have been successfully updated”.

The screenshot displays the TAAF Review Eligibility interface. On the left is a navigation menu with sections: TAAF Menu (Welcome, Erin Huston, User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and Other Functions (Change County, Logout of eAuth). The main content area shows the State as Kansas and County as Ford. A blue information message states: "Info: The Application's properties have been successfully updated". Below this, application details are listed: Application Number: 2010888-20-057-00001, Date Received: 02/14/2011, Valid ID Verified: Yes, Curr. Prod. Verified: Yes, Prior Prod. Verified: Yes, Prod. Impact Verified: Yes, Farm Operating Plan: Yes, and Other TAA Benefits: No. At the bottom of the main area are two buttons: "Check Eligibility" and "Cancel". The footer includes "TAAF10APP18", "Last Modified: January 6, 2011", and a "Back To Top ^" link.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User	State: Kansas County: Ford <b>Review Eligibility</b>	
<b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	<b>Info:</b> The Application's properties have been successfully updated	
	<b>Application Number:</b> 2010888-20-057-00001 <b>Date Received:</b> 02/14/2011 <b>Valid ID Verified:</b> Yes <b>Curr. Prod. Verified:</b> Yes <b>Prior Prod. Verified:</b> Yes <b>Prod. Impact Verified:</b> Yes <b>Farm Operating Plan:</b> Yes <b>Other TAA Benefits:</b> No	
	<input type="button" value="Check Eligibility"/> <input type="button" value="Cancel"/>	
<b>Other Functions</b> Change County Logout of eAuth	TAAF10APP18 Last Modified: January 6, 2011	<a href="#">Back To Top ^</a>

### 3 TAAF Application Process (Continued)

#### C Check Eligibility

To check the eligibility of the TAAF application, from the original Review Eligibility Screen, CLICK “**Check Eligibility**”. The following Review Eligibility Screen will be displayed with the results of the eligibility check.

Applications that are approved, based on the eligibility check, can be approved. Applications that are **not** approved:

- will be displayed with the reasons for disapproval
- **must be referred to FAS for disapproval.**

Users have the option of stating any other reason for disapproval, with a description, for referral to FAS. In the “Describe Reason(s):” block, enter other reasons, as applicable.

**Note:** FAS will have the ability to accept the reasons for disapproval and incorporate them into the database used for the disapproval letters, when needed.

The screenshot displays the 'Review Eligibility' screen for a TAAF application. The interface includes a left-hand navigation menu with sections for 'TAAF Menu', 'Applications', and 'Other Functions'. The main content area shows the application number (2010888-20-057-00001) and the date received (02/14/2011). A message states that the eligibility review is complete and the application is referred to FAS. Two reasons for disapproval are listed: (1) incomplete application and (11) missing Form CCC-526/CCC-926. A question asks if there are other reasons for disapproval, with 'No' selected. A text box for 'Describe Reason(s):' is provided, along with 'Refer to FAS' and 'Cancel' buttons. The footer contains the text 'TAAF10APP19 Last Modified: January 6, 2011' and a 'Back To Top' link.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User	State: Kansas County: Ford <b>Review Eligibility</b> Application Number: 2010888-20-057-00001 Date Received: 02/14/2011
<b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	The Eligibility Review has been completed. This Application may not be Approved - and must be Referred to FAS - for the following reason(s): <ul style="list-style-type: none"><li>• (1) You did not submit a complete application on or before the application deadline, which is 90 days from the date of the certification of the petition, as required by the regulations at 7 CFR 1580.301(b) and Section 296(a)(1)(A) of the Trade Act of 1974, as amended.</li><li>• (11) You did not submit Form CCC-526/CCC-926 Payment Eligibility Average Adjusted Gross Income Certification, to demonstrate compliance with the average adjusted gross income requirement, as provided by Section 296 (a)(2)(A) and (B) of the Trade Act of 1974 and by the regulations at 7 CFR 1580.301(f).</li></ul>
<b>Other Functions</b> Change County Logout of eAuth	* Do you know of any other reason(s) why this Application should not be Approved? <input type="radio"/> Yes <input checked="" type="radio"/> No Describe Reason(s): <input type="text"/> (250 chars. max.) <input type="button" value="Refer to FAS"/> <input type="button" value="Cancel"/>
	TAAF10APP19 Last Modified: January 6, 2011 <a href="#">Back To Top ^</a>

3 TAAF Application Process (Continued)

D Refer to FAS

On the Review Eligibility Screen, when users CLICK “Refer to FAS”, the following Application Events Screen will be displayed with the application status displayed as, “Referred to FAS”. CLICK “Details” to view the details of the reasons for disapproval.

The screenshot displays the TAAF Application Events interface. On the left is a navigation menu with sections: TAAF Menu (Welcome, Erin Huston, User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and Other Functions (Change County, Logout of eAuth). The main content area shows the current state: State: Kansas, County: Ford, and a Help icon. The title is 'Application Events'. An info message states: 'The Application's properties have been successfully updated'. Below this, the 'Application Number: 2011001-20-057-00001' and 'Application Status: Referred to FAS' are displayed. A table lists one event: 'Application Review' with status 'Referred To FAS'. The table has columns for Event, Name, Status, and Payment. Action buttons 'Details' and 'Update' are next to the event. A 'Back to Applications Main' button is at the bottom. Footer text includes 'TAAF10APP15', 'Last Modified: November 15, 2010', and a 'Back To Top' link.

Event	Name	Status	Payment
1	Application Review	Referred To FAS	

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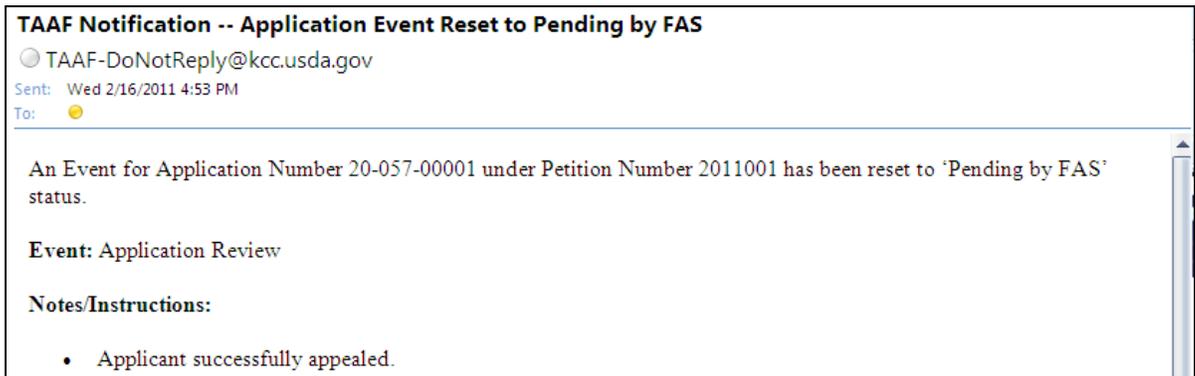
### 3 TAAF Application Process (Continued)

#### E Status Changes

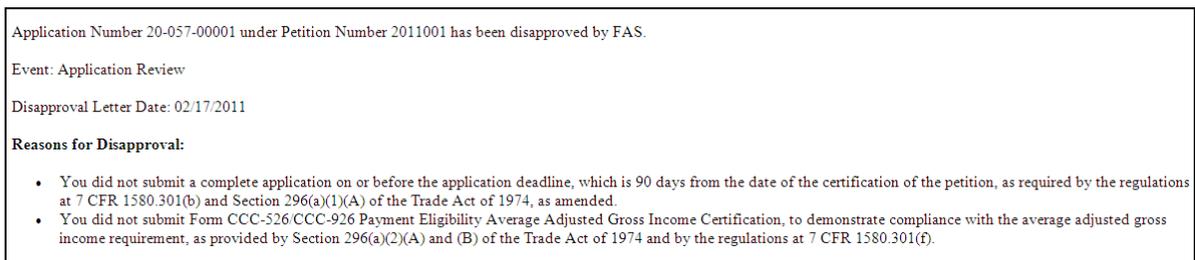
The status of an application shall default to “Pending” when first entered. The status of an application can be changed by FSA County or State Offices, as follows:

- from “Pending” to “Approved”, after a successful eligibility check
- from “Pending” to “Refer to FAS”, after unsuccessful eligibility check or other disapproval reason entered during the application review
- from “Pending by FAS” to “Approved”, after receiving notification from FAS
- from “Pending by FAS” to “Refer to FAS”, after unsuccessful eligibility check or other disapproval reason entered during the application review.

FAS will change application status to “Pending by FAS” for applications in “Refer to FAS” status that need to be “Approved” by FSA State or County Office. The County Office will receive the following automatic e-mail notification of status changes and then change status to “Approved”.



If FAS disapproves an application in “Refer to FAS” status, the following automatic e-mail notification will be received by the County Office.



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### 3 TAAF Application Process (Continued)

#### F View Notifications

After logging into the TAAF Application software, the following message will be automatically displayed notifying the County Office when FAS changes the status of an application.

To view and manage notifications, under TAAF Menu, Other Functions, CLICK “**View Notifications**”.

The screenshot displays the TAAF Web Application interface. At the top, it shows the user's location: "State: Kansas County: Ford". The main header reads "Trade Adjustment Assistance for Farmers (TAAF)". Below this, a welcome message states: "Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application. Please select an item from the menu at the left to begin." A notification banner indicates "You have 1 Notification(s) waiting" and instructs the user to "To view and manage your Notifications, select the View Notifications item in the Other Functions menu." The left sidebar menu is divided into three sections: "TAAF Menu" (containing "Welcome, Erin Huston" and "User Role: FSA User"), "Applications" (containing "Applications Main", "New Application", "Search by Applicant", "Disapproval Letters", and "Mailing Labels"), and "Other Functions" (containing "View Notifications", "Change County", and "Logout of eAuth"). At the bottom of the page, the text "TAAF10COM01 Last Modified: October 27, 2010" is visible on the left, and a "Back To Top ^" link is on the right.

3 TAAF Application Process (Continued)

F View Notifications (Continued)

The following Active Notifications Screen will be displayed with the:

- date
- event
- notes/instructions to the County Office.

**Note:** If users click “Dismiss”, the notification will be **removed** from the “View Notification” list.

The screenshot shows the TAAF application interface. On the left is a navigation menu with sections: 'TAAF Menu' (Welcome, Erin Huston, User Role: FSA User), 'Applications' (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and 'Other Functions' (View Notifications, Change County, Logout of eAuth). The main content area is titled 'Active Notifications' and shows the following information: State: Kansas, County: Ford, Date: February 16, 2011. The notification text reads: 'An Event for Application Number 20-057-00001 under Petition Number 2011001 has been reset to 'Pending by FAS' status.' The event is 'Application Review'. The notes/instructions are: 'Applicant successfully appealed.' There is a 'Dismiss' button below the notification. At the bottom of the page, it says 'TAAF10COM21 Last Modified: October 27, 2010' and a 'Back To Top' link.

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### 3 TAAF Application Process (Continued)

#### G Editing Applications

To edit an application, under TAAF Menu, Applications, CLICK “**Applications Main**”, then for the applicable application, CLICK “**Edit**”. The following Edit Application Screen will be displayed that allows the user to edit the selected application, as needed, and CLICK “**Save**”.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User <b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels <b>Other Functions</b> Change County Logout of eAuth	<b>State:</b> Kansas <b>County:</b> Ford <b>Edit Application</b> <span>Help</span>
<b>Application Number:</b> 20-057-00001	
<b>Selected Applicant:</b> Any Farmer	
<b>Applicant Address:</b> 1212 Any Street Anytown, ST 12345	
<input type="button" value="Select Different Applicant"/>	
<b>Selected Petition:</b> 2011001 - Cranberry (2222) <input type="button" value="Details"/>	
* Date Received: <input type="text"/> <input type="button" value="Calendar"/> (MM/DD/YYYY)	
Preferred Contact Phone: <input type="text"/>	
<b>Preferred Contact Email:</b> No e-mail address information in SCIMS	
Primary Training Alternate: <input type="text"/> (FirstName LastName)	
Second Training Alternate: <input type="text"/> (FirstName LastName)	
* Refused Payment: <input type="radio"/> Yes, Applicant HAS refused cash payments <input checked="" type="radio"/> No, Applicant HAS NOT refused cash payments	
* County Office Email: <input type="text" value="any.where@myusda.gov"/> (xxxx@xxxx.usda.gov)	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3 TAAF Application Process (Continued)

G Editing Applications (Continued)

The following warning message will be displayed with the changes made and requesting the user verify changes to the application. After clicking “OK”, the Application Details Screen will be redisplayed with the applicable edits.



H Reviewing Application Details

To review application details, under TAAF Menu, Applications, CLICK “**Applications Main**”, then for the applicable application, CLICK “**Detail**”. The following Application Details Screen will be displayed that allows the user to review application details. To print a printer friendly page, CLICK “**Printer Friendly**”.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User <b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels <b>Other Functions</b> Change County Logout of eAuth	State: Kansas    County: Ford <b>Application Details</b>	
	<p><b>Application Number:</b> 20-057-00001</p> <p><b>Petition:</b> 2011001 - Cranberry (2222)</p> <p><b>Application Status:</b> Pending</p> <p><b>Date Received:</b> Tuesday, February 15, 2011</p> <p><b>Applicant:</b> Any Farmer</p> <p><b>Applicant Address:</b> 1212 Any Street Anytown, ST 12345</p> <p><b>Preferred Contact Phone:</b> 123-456-7891</p> <p><b>Preferred Contact Email:</b> None Selected</p> <p><b>Primary Training Alternate:</b> xxx.xxx@usda.gov</p> <p><b>Second Training Alternate:</b> None Specified</p> <p><b>Refused Payment:</b> No, Applicant HAS NOT refused cash payments</p> <p><b>County Office Email:</b> xxx@xxx.usda.gov</p> <p style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Back to Applications Main"/> </p> <p><b>County Office Email:</b> xxx@xxx.usda.gov</p>	

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### 3 TAAF Application Process (Continued)

#### I Search by Applicant

To search by applicant, under TAAF Menu, Applications, CLICK “**Search by Applicant**”. The following SCIMS Customer Search Screen will be displayed that allows the user to search for applicant by:

- location
- type
- name
- tax ID
- other.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

**Location**

State: KANSAS County (Optional): FORD

Service Center (Optional): ALL SERVICE CENTERS

Service Center Details National Search:

**Type**

Individual  Business  Both

Active  Active and Inactive

**Name**

Starts With  Exact Match

Last or Business:

First:

**Tax ID**

ID:

ID Type: SELECT ONE

Whole ID  Last 4 Digits

**Other**

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

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### 3 TAAF Application Process (Continued)

#### I Search by Applicant (Continued)

After selecting a producer from SCIMS, the following TAAF Applications for Applicant Screen will be displayed with a list of TAAF applications for the selected applicant.

The screenshot displays the 'TAAF Applications for Applicant' interface. On the left is a 'TAAF Menu' with options: 'Welcome, Erin Huston User Role: FSA User', 'Applications' (with sub-links: Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and 'Other Functions' (with sub-links: Change County, Logout of eAuth). The main header shows 'State: Kansas County: Ford' and a 'Help' icon. The title is 'TAAF Applications for Applicant'. Below the title, it states 'One Application found.' and 'Current Sorting: Petition Number (Ascending)'. A table lists application details with columns: Petition, Application, Received, and Status. The first row shows: 2011001, 20-057-00001, 15 Feb 2011, Referred To FAS. Action buttons 'Details', 'Edit', and 'Events' are next to the row. Below the table, it again states 'One Application found.' At the bottom, it shows 'TAAF10APP16' and 'Last Modified: October 14, 2010'. A 'Back To Top ^' link is in the bottom right corner.

Petition	Application	Received	Status	
2011001	20-057-00001	15 Feb 2011	Referred To FAS	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Events</a>

3 TAAF Application Process (Continued)

J Disapproval Letters

To prepare the disapproval letter, under TAAF Menu, Applications, CLICK “Disapproval Letters”. The following View Disapproval Letters Screen will be displayed that allows the user to select from a list of disapproval letters pending creation.

The screenshot displays the 'View Disapproval Letters' interface. On the left is a 'TAAF Menu' sidebar with sections for 'Applications' and 'Other Functions'. The main content area features a table with the following data:

Check	Petition	Application	Disapproval Date	Event
<input type="checkbox"/>	2011001	20-057-00001	17 Feb 2011	Application Review

Below the table is a 'Next' button. A message states: 'If any Applications in the list above are not selectable (indicated by greyed-out text and a disabled checkbox), they cannot be generated at this time, because their Disapproval Letter Dates (as established by FAS) are in the future. These Applications will become selectable when their respective letter dates are reached.'

After selecting the applicable disapproval letters, CLICK “Next”.

## Notice PS-682

### 3 TAAF Application Process (Continued)

#### J Disapproval Letters (Continued)

The following Disapproval Letters Screen will be displayed that allows the user to generate disapproval letters for disapproved applications.

To generate disapproval letters, CLICK “Generate Letters”.

The screenshot displays the TAAF Disapproval Letters interface. On the left is a navigation menu with sections: TAAF Menu (Welcome, Erin Huston, User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and Other Functions (View Notifications, Change County, Logout of eAuth). The main content area has a header with 'State: Kansas County: Ford' and a 'Help' icon. Below the header is the title 'Disapproval Letters' and a table with the following data:

Petition	Application	Disapproval Date	Event
2011001	20-057-00001	17 Feb 2011	Application Review

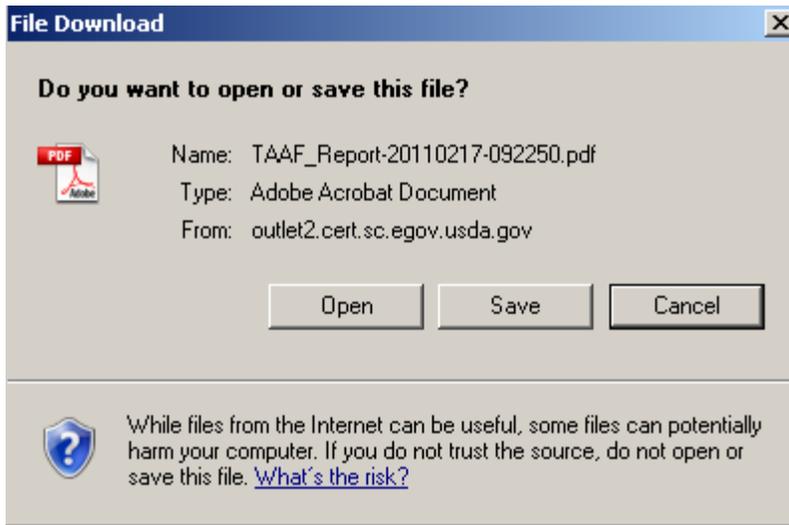
Below the table are two buttons: 'Generate Letters' and 'Cancel'. At the bottom of the page, it shows 'TAAF10APP44' and 'Last Modified: December 10, 2010'. A 'Back To Top ^' link is located in the bottom right corner.

## Notice PS-682

### 3 TAAF Application Process (Continued)

#### J Disapproval Letters (Continued)

The following dialog box will be displayed with the message, “Do you want to open or save this file?” that allows the user to “Open” or “Save” the disapproval letters in PDF format.



**Note:** After a disapproval letter has been generated, it will **not** be possible to generate the disapproval letter again. Users should print or save disapproval letters, as applicable.

3 TAAF Application Process (Continued)

K Mailing Labels

To generate mailing labels, under the TAAF Menu, Applications, CLICK “Mailing Labels”. The following View Mailing Labels Screen will be displayed that allows the user to select from a list of mailing labels pending creation.



After selecting the applicable mailing labels, CLICK “Next”.

**Note:** After a mailing label has been generated, it will not be possible to generate the mailing label again. Users should print or save the label, as applicable.

## Notice PS-682

### 3 TAAF Application Process (Continued)

#### K Mailing Labels (Continued)

The following screen will be displayed and allow user to generate mailing labels for disapproval letters.

The screenshot shows the TAAF Mailing Labels application interface. The top navigation bar includes the TAAF Menu, State: Kansas, County: Ford, and a Help icon. The main content area displays a table with columns for Petition, Application, Disapproval Date, and Event. Below the table are buttons for Generate Labels and Cancel. The footer contains the application ID TAAF10APP46, the last modified date (December 2, 2010), and a Back To Top link.

Petition	Application	Disapproval Date	Event
2011001	20-057-00001	17 Feb 2011	Application Review

The following message will be displayed allowing user to “Open” or “Save” the mailing labels in XLS format.

The screenshot shows a File Download dialog box with the following information:

**Do you want to open or save this file?**

Name: TAAF\_Mailing\_Labels-20110217-101207.xls  
Type: Microsoft Office Excel 97-2003 Worksheet  
From: outlet2.cert.sc.egov.usda.gov

Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## Notice PS-682

### 3 TAAF Application Process (Continued)

#### L Change County

To change the county in a multi-county FSA Service Center, under TAAF Menu, Other Functions, CLICK “**Change County**”. The following Select County Screen will be displayed that allows users to select from a list of available counties.

The screenshot shows a web application interface for selecting a county. On the left is a sidebar with the title 'TAAF Menu' and user information: 'Welcome, Erin Huston' and 'User Role: FSA User'. The main content area has a dark blue header with the title 'Select County'. Below the header, the text reads: 'DODGE CITY SERVICE CENTER', 'FORD COUNTY FARM SERVICE AGENCY', and 'SERVICE CENTER OFFICE'. A table with three columns is displayed: 'Select', 'County', and 'State'. The 'Select' column contains a radio button, the 'County' column contains 'Ford', and the 'State' column contains 'Kansas'. Below the table is a 'Submit' button. At the bottom left, the text reads 'TAAF10COM11' and 'Last Modified: November 22, 2010'. At the bottom right, there is a 'Back To Top ^' link.

Select	County	State
<input checked="" type="radio"/>	Ford	Kansas

Submit

TAAF10COM11  
Last Modified: November 22, 2010

[Back To Top ^](#)

## Notice PS-682

### 4 Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected

#### A Handling Application Information for Data Rejected During Initial Upload

Application information that PSD has been managing in the spreadsheets will be loaded into TAA for Farmers software using the pipe-delimited text files that are sent to Kansas City.

A batch process has been set up that will:

- read the input records from all of the files provided
- create and review every application that can be processed
- generate 1 text file for each input file, containing a listing of all errors encountered during the process.

County Office users will receive notifications through the existing TAA for Farmers application processing software notification system, e-mail and within TAAF, identifying applications they need to enter manually.

#### B Batch Process Errors

The batch process can encounter 5 types of errors, as follow.

<b>Error</b>	<b>Application Number</b>	<b>Notification</b>	<b>County Office Action</b>
Formatting problem with input record.	Not reserved. Will be assigned when entered manually.	PSD will notify County Office of error.	Application <b>must</b> be entered manually.

Notice PS-682

4 Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected (Continued)

B Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
<p>Input record's format is correct, but 1 or more of the following problems are encountered with the values contained in the record:</p> <ul style="list-style-type: none"> <li>• petition number specified does <b>not</b> match an existing TAA for Farmers petition</li> <li>• petition specified does <b>not</b> cover the State specified in the State FSA code</li> <li>• State/county FSA codes specified do <b>not</b> match a valid county</li> <li>• first 5 digits of the application number do <b>not</b> match the specified State/county FSA codes.</li> </ul>	<p>Not reserved. Will be assigned when entered manually.</p>	<p>PSD will notify County Office of failed record.</p>	<p>Application <b>must</b> be entered manually.</p>
<p>Petition number/application number combination exists.</p>	<p>Logged as a duplicate in TAAF database. Will be assigned when entered manually.</p>	<p>County Office will be notified automatically through TAAF.</p>	<p>Application <b>must</b> be entered manually.</p>

Notice PS-682

4 Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected (Continued)

B Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
<p>The application cannot be created because an exact match <b>cannot</b> be found in SCIMS for the applicant information listed in the record. To be considered a match, the following fields <b>must</b> all match <b>exactly</b>:</p> <ul style="list-style-type: none"> <li>• Last Name/Business Name</li> </ul> <p><b>Note:</b> Assumed to be a:</p> <ul style="list-style-type: none"> <li>• business name, if a first name is not specified</li> <li>• last name, if first name is specified</li> </ul> <ul style="list-style-type: none"> <li>• First Name, if specified</li> <li>• Middle Name, if specified</li> </ul> <p><b>Note:</b> Must not be specified, if first name is not specified.</p> <ul style="list-style-type: none"> <li>• Tax ID</li> <li>• Tax ID Type Code.</li> </ul> <p>For the following address fields, the match is against the address associated with the Customer’s Legacy Link in the applicant’s State/county:</p> <p><b>Note:</b> If the applicant does not have a Legacy Link in that County, there is <b>no</b> match.</p> <ul style="list-style-type: none"> <li>• Mailing Address</li> <li>• City Name</li> <li>• State Abbreviation</li> <li>• ZIP Code (5-digit)</li> <li>• ZIP Code Plus 4, if specified, and if the value given is not ‘0000’ or ‘9999’.</li> </ul>	<p>“Reserved” in the database,</p>	<p>County Office will be notified automatically through TAAF.</p>	<p>Application can be re-entered using the same application number through the Correct Load Error Screen.</p>

## Notice PS-682

### 4 Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected (Continued)

#### B Batch Process Errors (Continued)

<b>Error</b>	<b>Application Number</b>	<b>Notification</b>	<b>County Office Action</b>
Internal error was encountered during application review.	Created, but the application remains in a "Pending" status.	County Office will be notified automatically through TAAF.	County Office is notified that they need to enter the TAAF software to reprocess the review of the application.

**Note:** To make sure that application numbers are correctly preserved, it is essential to prevent the first 3 error types in the input records. SCIMS match failures will result in County Offices having to re-enter the application data through the TAAF software, but the associated application numbers will be preserved. When the batch process performs matching against SCIMS, spelling, spacing, and punctuation are all significant.

**Examples:** "PO BOX 1234" will **not** match "P O BOX 1234", because of the extra space.

Capitalization is **not** important. "1234 Main St" will match "1234 MAIN ST".