

For: State and County Offices

**Authorization to Issue Trade Adjustment Assistance for Farmers (TAAF)
Program Payments and Payment Processing Software Instructions**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PS-682 provided State and County Offices with the following:

- instructions and guidance for processing FSA-229-1's using the web-based TAAF application processing software located on FSA's Intranet web site
- notification that a forthcoming PS notice will provide instructions for TAAF payments/corrections, when available.

The TAAF payment process software is designed to integrate with both the petition processing software and the application processing software to allow FSA County Office employees to process payments on-line for:

- travel reimbursement for attending initial technical assistance training
- **a maximum** of \$4,000 for implementing an initial business plan
- **a maximum** of \$8,000 for implementing a final business plan under a maximum of 1 petition.

Important: This notice provides authorization to issue TAAF payments according to payment processing instructions provided in this notice.

Disposal Date	Distribution
December 1, 2011 5-31-11	State Offices; State Offices relay to County Offices

Notice PS-684

1 Overview (Continued)

A Background (Continued)

TAAF payment processing software shall not be enabled to process payments before the payment factor is determined by FAS, based on all approved FSA-229-1's processed, if applicable. After the factor is determined and approved by FAS, eFunds will be populated. State and County Offices will see on the NPS work list when the payment is available for payment processing through NPS. All Center for Farm Financial Management (CFFM) approvals for each payable event will be automatically batch processed to NPS. Payable events will be added to the County Office's NPS work list when available for processing.

Note: TAAF payments will be supported by the following:

- NPS/NRRS; to facilitate the disbursement of the payable or administration of receivables, as applicable, see 1-FI and 64-FI
- Common Payments Process; as applicable, see 9-CM.

B Purpose

This notice provides State and County Offices with the following:

- instructions and guidance to process TAAF payments
- authorization to issue TAAF payments.

C General Information About the Manual Excel File and Application Upload

The upload of all FSA-229-1 data elements from the Excel spreadsheets to the application software has been completed. Records that did not match the spreadsheet data exactly with data in SCIMS caused a failed record and must be manually re-entered in the TAAF software. County Offices have received an automatic e-mail notification of the failed record through the TAAF software. However, the e-mail does not contain the appropriate reserved application number to go with the record number. Therefore, County Office users shall access the work list available from the Correct Load Error Screen, according to subparagraph 4 C, to view the reserved application numbers that are associated with the e-mail notifications.

Notice PS-684

1 Overview (Continued)

C General Information About the Manual Excel File and Application Upload (Continued)

At that time, County Office users must:

- input and edit applications that were not uploaded and make necessary corrections according to Notice PS-682, subparagraph 4 B, and subparagraph 4 C in this notice
- review the application according to Notice PS-682, subparagraph 3 B
- check eligibility according to Notice PS-682, subparagraph 3 C

Note: If reason code 32 is displayed as a reason for disapproval during the eligibility review, the user **must not** select the option to “Refer to FAS”. For reason code 32’s, the user **must instead** select the “cancel” option and await further instructions provided by PSD on processing error conditions with reason code 32.

County Offices can proceed with correcting SCIMS error conditions upon the issuance of this notice.

D CFFM Data Upload

The upload of all Excel spreadsheet data provided to CFFM has also been uploaded to the TAAF application software to indicate the applicant's status of training and business plan requirements.

CFFM status updates will not process if there is a conflict with the current status of the relevant application. In these instances, FAS and FSA must resolve the applicant's status before the application can proceed to payment processing. Once the application status has been resolved, the record can be updated by CFFM and proceed to payment processing according to subparagraph 2 B, if in approved status.

Note: CFFM updates will be populated to the application software on a nightly basis.

E Referred to FAS for Disapproval

Applicants indicated in the Excel spreadsheet as “R” for Refer to FAS, have been sent to FAS for a status determination according to Notice PS-682, subparagraph 3 E. FAS will change the status to either of the following:

- Disapproved based on the reason(s) selected by the County Office or another reason determined by FAS
- Pending by FAS, which will include a brief explanation of the appropriate action to be taken by the County Office.

Note: County Offices will receive an automatic e-mail notification of status changes made by FAS.

Notice PS-684

1 Overview (Continued)

E Referred to FAS for Disapproval (Continued)

During the initial upload to the TAAF Application Processing Software, some applications that were previously in approved status were automatically converted to an “R” status for referral to FAS, if the system-generated eligibility check determined the applicant should be disapproved. In these instances, County Offices will receive an automatic e-mail notification from the TAAF software system that the application event has been reset to pending by FAS, and provide appropriate instructions. County Offices must ensure that producer data in the SCIMS or subsidiary systems are updated properly based on the documentation on file in the County Office and according to 3-PL.

Once the producer data in the appropriate system is accurately updated, County Office must then take the following actions, according to Notice PS-682, subparagraphs 3 B and C:

- review the application questions
- check eligibility
- approve, refer to FAS, or cancel (if any other issues arise during the review or eligibility check).

Note: Selecting "Cancel" will leave the application in the Pending status and allow the County Office to address these issues, if applicable.

Since approval/disapproval letters have previously been issued, County Offices must not generate or re-send any additional letters for these specific situations.

F Processing Payments

Once the payments and obligations are enabled by FAS, FSA State and County Offices will be able to start processing payments through NPS (certify and sign) for approved applicants to receive payments for:

- travel reimbursement
- initial business plan
- long-term business plan.

Under normal circumstances, the CFFM-to-TAAF update processing will automatically update these event statuses based on the recommendations from CFFM. Each of these events can be manually triggered by the County Office through the TAAF web-based application process. To trigger each payment event, County Offices must ensure that each payable event that has been approved is in the “Approved” status. Payable events that are updated by CFFM will be populated to the application software on a nightly basis.

Notice PS-684

1 Overview (Continued)

G Correcting a Payment

TAAF payment corrections must first be made on the Edit Application Screen, according to Notice PS-682, subparagraph 3 G, to edit the selected application, as needed.

There is no "Cancel Payment" link on the TAAF menu. To cancel a payment that is already disbursed, change the status of the payment event from "Approved" to "Pending" on the Edit Application Screen. The status change will then trigger a cancellation that will be sent to NPS in which a receivable will be set up if the payment has been signed.

H 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
- telephone at 202-690-8037.

I Release Schedule

The TAAF payment processing software detailed in this notice was provided in Web Transmittal No. 251, released on **May 17, 2011**.

2 Manually Processing Application Events for Approved Applicants

A Manual Update Overview

Although this paragraph provides detailed instructions about the manual update of applications, for the majority of applications, no manual update will be required for events 2, 3, 5, or 6.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

B Application Events

After FSA County Office user has approved the TAAF application, according to Notice PS-682, subparagraph 3 C, the following Application Events Screen will be displayed with the:

- Application Status as “Approved”
- Initial Training status as “Pending”.

The Initial Training event is automatically triggered and will be displayed in the list of events upon application approval.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

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

Application Events

Info: The Application's properties have been successfully updated

Application Number: 2010888-20-057-00001

Application Status: Approved

2 Events found, displaying all Events.

Event	Name	Status	Payment
1	Application Review	Approved	Details Update
2	Initial Training	Pending	Details Update

2 Events found, displaying all Events.

[Back to Applications Main](#)

TAAF10APP15
Last Modified: November 15, 2010

[Back To Top ^](#)

TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

2 **Manually Processing Application Events for Approved Applicants (Continued)**

B Application Events (Continued)

After each application is approved, County Offices must print a copy of the Details for the application at this point to have reference of all applicants that have been approved and ready to be paid. This application detail print out must be included in the applicant's file folder for reference. When payments are ready to be disbursed through NPS, County Offices can then refer to this print out to ensure the correct producer is paid.

The following screen is an example of the TAAF Applications Screen. CLICK “**Details**” next to the applicable application.

The screenshot displays the TAAF Applications interface. At the top, it features the USDA logo and the text 'United States Department of Agriculture Foreign Agricultural Service' on the left, and the 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo on the right. A navigation bar includes links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area shows the user's state as 'Kansas' and county as 'Ford'. A 'Display Filter' section allows users to filter applications by 'Fiscal Year' (set to '- All Years -'), 'Petition' (set to '- All Petitions -'), and 'Status' (set to '- All Statuses -'). Below the filters, a table lists one application found, with columns for 'Petition', 'Application', 'Received', and 'Status'. The application details are: Petition 2010888, Application 20-057-00001, Received 02 Nov 2010, and Status Approved. Action buttons for 'Details', 'Edit', and 'Events' are provided for this application. The footer contains the text 'TAAF10APP01 Last Modified: October 11, 2010' and a 'Back To Top' link. A bottom navigation bar includes links to 'TAAF Home', 'USDA.gov', 'USDA Intranet', 'FAS Internet', 'FSA Internet', 'FSA Intranet', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'.

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2 Manually Processing Application Events for Approved Applicants (Continued)

B Application Events (Continued)

The following Application Details Screen will be displayed and include the following details for the selected application:

- Application number
- Petition
- Application Status
- Date Received
- Applicant
- Applicant Address
- Preferred Contact Phone
- Preferred Contact Email
- Primary Training Alternate
- Second Training Alternate
- Refused Payment
- County Office Email.

County Offices shall use these details to ensure that the correct applicant and event is being paid through NPS.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) application details interface. The header includes the USDA logo and the text 'United States Department of Agriculture Foreign Agricultural Service'. A navigation bar contains links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area is titled 'Application Details' and shows the following information:

- State:** Kansas **County:** Ford
- Application Number:** 20-057-00001
- Petition:** 2010888 - testing (0123)
- Application Status:** Approved
- Date Received:** Tuesday, November 02, 2010
- Applicant:** Donald Duck
- Applicant Address:** 1 Main Street, Somewhere, GA 12345
- Preferred Contact Phone:** 123-456-7891
- Preferred Contact Email:** None Selected
- Primary Training Alternate:** None Specified
- Second Training Alternate:** None Specified
- Refused Payment:** No, Applicant HAS NOT refused cash payments
- County Office Email:** firstname.lastname.st.usda.gov

At the bottom of the application details, there are 'Edit' and 'Back to Applications Main' buttons. The footer of the page includes the text 'TAAF10APP02 Last Modified: October 14, 2010' and a 'Back To Top' link. A navigation bar at the very bottom contains links for 'TAAF Home', 'USDA.gov', 'USDA Intranet', 'FAS Internet', 'FSA Internet', 'FSA Intranet', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'.

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2 Manually Processing Application Events for Approved Applicants (Continued)

C Status Changes for Event Updates

External CFFM event updates will automatically update the application events to “Approved” or “Refer to FAS” status depending on whether or not the applicant has completed training. FSA County Office users will have access to update the event status before CFFM recommendations.

Important: FSA County Office users will have access to override CFFM status changes. However, County Offices are required to wait until CFFM recommendations for approval or disapproval are automatically updated in the Application Events before manually overriding the CFFM recommended status.

D Initial Training

- **Details**

To review the event details of the initial training, CLICK “**Details**” next to the applicable event on the Application Events screen. The following Event Details screen will be displayed with the "Initial Training" event status.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, there is a header with the USDA logo and 'Foreign Agricultural Service' text. A navigation bar contains links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area is titled 'Event Details' and shows the following information:

- State: Kansas County: Ford
- Application Number: 2010888-20-057-00001
- Event 2 - Initial Training
- CFFM Status: P - Pending
- FSA Status: P - Pending

A 'Back to Event List' button is located below the status information. The left sidebar contains a 'TAAF Menu' with options like 'Welcome, Erin Huston', 'Applications Main', 'New Application', 'Search by Applicant', 'Disapproval Letters', 'Mailing Labels', and 'Other Functions' including 'Change County' and 'Logout of eAuth'. The footer includes a 'Printer Friendly' icon, a 'Back To Top' link, and a list of site links such as 'TAAF Home', 'USDA.gov', 'USDA Intranet', 'FAS Internet', 'FSA Internet', 'FSA Intranet', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'. The page ID 'TAAF10APP20' and the last modified date 'November 15, 2010' are also visible.

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2 Manually Processing Application Events for Approved Applicants (Continued)

D Initial Training (Continued)

- **Update**

To update the "Initial Training" event status, CLICK **“Update”** next to the applicable event on the Application Events Screen, see subparagraph 2 B, Application Events Screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA Status to 1 of the following:

- "Pending"
- "Approved"
- "Referred To FAS".

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Help

Edit Application Event

Application Number: 2010888-20-057-00001

Event: 2 - Initial Training

CFFM Status: P - Pending

* FSA Status: Pending

Approved

Pending

Referred To FAS

Cancel

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

TAAF10APP14
Last Modified: November 15, 2010

Back To Top ^

TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

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2 Manually Processing Application Events for Approved Applicants (Continued)

D Initial Training (Continued)

- **Update (Continued)**

Once the FSA Status has been changed, CLICK “**Update Event**” for the applicable event displayed. The following screen will be displayed with a warning screen to verify the updates. CLICK “**OK**” to confirm status change, then CLICK “**Back to Events List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, the USDA logo and 'Foreign Agricultural Service' are visible, along with the 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo. The navigation bar includes links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area is titled 'Edit Application Event' and shows the following details:

- State: Kansas County: Ford
- Application Number: 2010888-20-057-00001
- Event: 2 - Initial Training
- CFFM Status: P - Pending
- * FSA Status:

Buttons for 'Update Event' and 'Cancel' are located below the FSA Status dropdown. A Windows Internet Explorer dialog box is overlaid on the page, containing the following text:

You have requested Event 2 be updated from 'Pending' to 'Approved'. Are you sure?

Buttons for 'OK' and 'Cancel' are located at the bottom of the dialog box. The page footer includes the text 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top' link.

Note: The status of the event will then be displayed with updates on the Application Events Screen.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

D Initial Training (Continued)

- Update (Continued)

The following Application Events Screen will be displayed with the updated status change.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service" on the left, and the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo on the right. Below the header is a navigation bar with links: "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth".

The main content area is titled "Application Events" and shows the following information:

- State: Kansas County: Ford
- Application Number: 2010888-20-057-00001
- Application Status: Approved

A table displays 4 events found, displaying all events:

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive Training	Pending		Details	Update
4	Travel Reimbursement	Pending	TBD	Details	Update

Below the table, there is a "Back to Applications Main" button. At the bottom of the main content area, it says "TAAF10APP15 Last Modified: November 15, 2010" and a "Back To Top" link.

The left sidebar contains a "TAAF Menu" with the following items:

- 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

Note: Application events 3 and 4 have been automatically triggered and displayed.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

E Intensive Training

The Intensive Training and Travel Reimbursement events are automatically triggered and displayed in the list of events on the Application Events screen when the "Initial Training" status is changed to "Approved" as shown in the previous screen. The status of the automatically triggered events will default to "Pending".

- **Update**

To update the Intensive Training event status, CLICK **"Update"** next to the applicable event on the Application Events screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA Status to 1 of the following:

- "Pending"
- "Approved"
- "Referred To FAS".

The screenshot displays the 'Edit Application Event' interface. At the top, it identifies the user as Erin Huston, an FSA User, and shows the current state as Kansas and county as Ford. The application details include: Application Number: 2010888-20-057-00001, Event: 3 - Intensive Training, and CFFM Status: P - Pending. The FSA Status dropdown menu is open, with 'Pending' selected. Other options are 'Approved' and 'Referred To FAS'. A 'Cancel' button is located to the right of the dropdown. The page footer contains navigation links and a 'Back To Top' link.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

E Intensive Training (Continued)

- **Update (Continued)**

Once the FSA Status has been changed, CLICK “**Update Event**” for the applicable event displayed. The following screen will be displayed with a warning screen to verify the updates. CLICK “**OK**” to confirm status change, then CLICK “**Back to Events List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, the USDA logo and 'Foreign Agricultural Service' are visible, along with the 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo. The navigation bar includes links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area shows the 'Edit Application Event' page for State: Kansas and County: Ford. The application details are: Application Number: 2010888-20-057-00001, Event: 3 - Intensive Training, and CFFM Status: P - Pending. The FSA Status is currently set to 'Approved' in a dropdown menu. Below the dropdown are 'Update Event' and 'Cancel' buttons. A 'Windows Internet Explorer' dialog box is overlaid on the screen, displaying a warning: 'You have requested Event 3 be updated from 'Pending' to 'Approved'. Are you sure?' with 'OK' and 'Cancel' buttons. The footer of the page includes 'TAAF10APP14', 'Last Modified: November 15, 2010', and a 'Back To Top' link. A bottom navigation bar contains various links such as 'TAAF Home', 'USDA.gov', 'USDA Intranet', 'FAS Internet', 'FSA Internet', 'FSA Intranet', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'.

Note: The status changes for the event will then be displayed with updates on the Application Events Screen.

2 **Manually Processing Application Events for Approved Applicants (Continued)**

F Travel Reimbursement

The Travel Reimbursement and Intensive Training events are automatically triggered and displayed in the list of events when the Initial Training status is changed to "Approved". The status of the automatically triggered events will default to "Pending".

- **Update**

To update the Travel Reimbursement event status, CLICK "Update" next to the applicable event on the Application Events Screen. The following Process Travel Voucher screen will be displayed and require users to answer the review questions: CLICK "Continue".

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.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

F Travel Reimbursement (Continued)

Upon answering the review questions successfully, the following screen will be displayed and require the user to enter the reimbursement amount. Travel vouchers that are approved can be approved by CLICKING “Approve”.

The screenshot shows the 'Process Travel Voucher' page in the TAAF system. The header includes the USDA logo and 'Foreign Agricultural Service' text, along with a 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo. A navigation bar contains links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area displays the following information:

- State:** Kansas **County:** Ford
- Application Number:** 2010888-20-057-00001
- Event:** 4 - Travel Reimbursement
- CFFM Status:** N/A
- FSA Status:** P - Pending
- Receipts Submitted:** Yes
- Voucher Signed by Applicant:** Yes
- Voucher Signed by Instructor:** Yes
- Other Disapproval Reason(s):** No

Below this information, a message states: "Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may be approved." This is followed by a field for "* Reimbursement Amount:" with an empty input box. At the bottom of this section are two buttons: "Approve" and "Cancel".

The left sidebar contains a 'TAAF Menu' with sections for 'Welcome, Erin Huston' (User Role: FSA User), 'Applications' (with links for Applications Main, New Application, Search by Applicant, Disapproval Letters, and Mailing Labels), and 'Other Functions' (with links for Change County and Logout of eAuth). A 'Help' icon is visible in the top right of the main content area.

At the bottom of the page, there is a footer with the text 'TAAF10APP31 Last Modified: January 6, 2011' and a 'Back To Top' link. The very bottom of the page contains a long list of links including 'TAAF Home', 'USDA.gov', 'USDA Intranet', 'FAS Internet', 'FSA Internet', 'FSA Intranet', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility', 'Privacy', 'Non-Discrimination', 'Information Quality', 'FirstGov', and 'White House'.

Note: The status of the travel reimbursement event will then be displayed with updates on the Application Events screen as shown in subparagraph 2 D.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

F Travel Reimbursement (Continued)

Travel vouchers that are **not** approved:

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

The following Process Travel Voucher Screen shows an example of a disapproved voucher.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, it features the USDA logo and the Foreign Agricultural Service name. A navigation bar includes links for TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area is titled "Process Travel Voucher" and shows the following details:

- State:** Kansas **County:** Ford
- Application Number:** 2010887-20-057-00002
- Event:** 4 - Travel Reimbursement
- CFFM Status:** N/A
- FSA Status:** P - Pending
- Receipts Submitted:** Yes
- Voucher Signed by Applicant:** No
- Voucher Signed by Instructor:** No
- Other Disapproval Reason(s):** No

Below these details, a message states: "Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may not be Approved - and must be Referred to FAS - for the following reason(s):"

- (17) You did not sign your submitted travel expense voucher to certify the expenses claimed as provided by 41 CFR 301-52.3.
- (18) Your submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6.

At the bottom of the main content area, there are two buttons: "Refer to FAS" and "Cancel".

The footer of the screen includes the text "TAAF10APP31 Last Modified: January 6, 2011" and a "Back To Top" link.

At the very bottom, a navigation bar lists various links: TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

Note: The status of the travel reimbursement event will then be displayed with updates on the Application Events Screen as shown in subparagraph 2 D.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

G Long-Term Plan

The Long-Term Business Adjustment Plan event is automatically triggered and displayed in the list of events on the Application Events screen when the Initial Business Plan status is changed to "Approved" as shown on the following screen. The status of the automatically triggered event will default to "Pending".

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, it shows the USDA logo and the Foreign Agricultural Service branding. The user is identified as Erin Huston, an FSA User, and the application is for Kansas, Ford County. The main heading is "Application Events" for application number 2010888-20-057-00001. The application status is "Approved".

The events are listed in a table below:

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive Training	Approved		Details	Update
4	Travel Reimbursement	Approved	\$300.00	Details	Update
5	Initial Business Plan	Approved	\$4,000.00	Details	Update
6	Long-Term Business Adjustment Plan	Pending	TBD	Details	Update

At the bottom of the page, there is a footer with navigation links: TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House.

Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

G Long-Term Plan (Continued)

- **Update**

To update the Long-Term Business Plan event status, CLICK “**Update**” next to the applicable event on the Application Events Screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA Status to 1 of the following:

- "Pending"
- "Approved"
- "Referred To FAS".

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Welcome, Erin Huston
User Role: FSA User

Edit Application Event ? Help

Applications

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

Application Number: 2010888-20-057-00001

Event: 6 - Long-Term Business Adjustment Plan

CFFM Status: P - Pending

* FSA Status: Pending

Approved
Pending
Referred To FAS

Cancel

Other Functions

- Change County
- Logout of eAuth

TAAF10APP14
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2 Manually Processing Application Events for Approved Applicants (Continued)

G Long-Term Plan (Continued)

- Update (Continued)

Once the FSA Status has been changed, CLICK “**Update Event**” for the applicable event displayed. The following screen will be displayed with a warning screen to verify the updates. CLICK “**OK**”, then “**Back to Events List**”.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Welcome, Erin Huston
User Role: FSA User

Edit Application Event Help

Application Number: 2010888-20-057-00001

Event: 6 - Long-Term Business Adjustment Plan

CFFM Status: P - Pending

* FSA Status:

Update Event Cancel

Windows Internet Explorer

? You have requested Event: 6 be updated from 'Pending' to 'Approved'. Are you sure?

OK Cancel

Other Functions

Change County
Logout of eAuth

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Notice PS-684

2 Manually Processing Application Events for Approved Applicants (Continued)

G Long-Term Plan (Continued)

- Update (Continued)

The status of the Long-Term Business Adjustment Plan event will then be displayed with updates on the Application Events Screen as shown below.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, there is a header with the USDA logo, the text 'United States Department of Agriculture Foreign Agricultural Service', and the 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo. Below the header is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'TAAF Menu' with options like 'Welcome, Erin Huston', 'User Role: FSA User', 'Applications' (with sub-links for Applications Main, New Application, Search by Applicant, Disapproval Letters, and Mailing Labels), and 'Other Functions' (Change County, Logout of eAuth). The main panel displays the user's location as 'State: Kansas County: Ford' and the page title 'Application Events'. It shows the 'Application Number: 2010888-20-057-00001' and the 'Application Status: Approved'. A table lists 6 events, all with a status of 'Approved'. Each event has 'Details' and 'Update' buttons. The events are: 1. Application Review, 2. Initial Training, 3. Intensive Training, 4. Travel Reimbursement (\$300.00), 5. Initial Business Plan (\$4,000.00), and 6. Long-Term Business Adjustment Plan (\$8,000.00). Below the table is a 'Back to Applications Main' button. At the bottom of the main panel, it shows 'TAAF10APP15' and 'Last Modified: November 15, 2010'. A 'Back To Top' link is also present. The footer contains various links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive Training	Approved		Details	Update
4	Travel Reimbursement	Approved	\$300.00	Details	Update
5	Initial Business Plan	Approved	\$4,000.00	Details	Update
6	Long-Term Business Adjustment Plan	Approved	\$8,000.00	Details	Update

3 Special Handling

A Overview

Special handling applies to applications and other program events that occur for which the application status has been set to “Special Handling” and the event status has been set by FAS to "Pending by FAS". Pending by FAS indicates that an event status was, at some point, set to “Refer to FAS” or “Disapproved” and that FAS has reset such status based on:

- a decision by FAS to override the “Refer to FAS” status
- results of appeal to FAS
- results of appeal to any Court of Appeals.

Note: Application status can only be set to Special Handling by FAS at any point for any application.

B Notification

When FAS sets an application status to Special Handling, an automatic e-mail with instructions is generated and sent to the County Office for notification and processing. When County Offices go into the TAAF software to approve applications that have been set to Special Handling by FAS, the following notification screen will be displayed. CLICK “**View Notifications**” under the Other Functions Menu.

The screenshot shows the TAAF web application interface. At the top, there are logos for USDA and Trade Adjustment Assistance for Farmers. Below the logos is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area is titled "Trade Adjustment Assistance for Farmers (TAAF)" and contains the following text:

Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application.

Please select an item from the menu at the left to begin.

You have 81 Notification(s) waiting

To view and manage your Notifications, select the **View Notifications** item in the **Other Functions** menu.

At the bottom of the page, there is a footer with the text: TAAF10COM01 Last Modified: October 27, 2010 and a "Back To Top" link.

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3 Special Handling (Continued)

B Notification (Continued)

The following is an example of the Active Notifications Screen that will be displayed.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

TAAF Menu
Welcome, Erin Huston
User Role: FSA User

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

Other Functions
View Notifications
Change County
Logout of eAuth

State: Kansas County: Ford

Active Notifications

Help

Date: May 12, 2011

Application Number 20-057-00001 under Petition Number 2010888 has been placed in 'Special Handling' status by FAS.

Special Handling Instructions:

- Appeal overturned.

Dismiss

Date: May 12, 2011

An Event for Application Number 20-057-00001 under Petition Number 2010888 has been reset to 'Pending by FAS' status.

Event: Initial Training

Notes/Instructions:

- Appeal is overturned. Put in approved status.

Dismiss

TAAF10COM21
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3 Special Handling (Continued)

B Notification (Continued)

County Offices shall then go to the TAAF Applications Main Menu and search for applications in the “Pending by FAS” status. CLICK “Events” for the appropriate application.

The screenshot displays the TAAF Applications web interface. At the top, there is a header with the USDA logo, "United States Department of Agriculture", and "Foreign Agricultural Service". To the right is the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo. Below the header is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth.

The main content area is titled "TAAF Applications" and includes a "Display Filter" section. The filter criteria are:

- Fiscal Year: 2010
- Petition: - All Petitions -
- State: Kansas (Note: New selection generates page refresh)
- County: Select a State to which returned Applications should be limited
- Status: - All Statuses -

 Buttons for "Update Display" and "Detail Display" are present below the filter.

Below the filter, a message states "One Application found." and "Current Sorting: Petition Number (Ascending)". A table lists the application details:

Petition	Application	Received	Status	Actions
2010888	20-057-00001	02 Nov 2010	Approved	Details Edit Events

Another "One Application found." message is shown below the table. At the bottom of the page, there is a footer with the text "TAAF10APP01 Last Modified: October 11, 2010" and a "Back To Top" link. The footer also contains a list of links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

3 Special Handling (Continued)

C Status Updates for Special Handling

Once an application has been set to Special Handling by FAS, all events will be displayed in the Application Events List. "Disapproved" or "Approved" statuses will remain as such; paid applications will remain paid and will not be cancelled.

The following is an example of the list of events that will be displayed for the selected application in Special Handling status.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, there are logos for USDA and Trade Adjustment Assistance for Farmers. A navigation bar includes links like 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The user is identified as Erin Huston, an FSA User, in the state of Kansas and county of Ford. The main heading is 'Application Events' for application number 2010888-20-057-00001, which is currently in 'Special Handling' status. A table lists six events with their names, statuses, and payment amounts. Each event has 'Details' and 'Update' buttons. The events are: 1. Application Review (Approved), 2. Initial Training (Pending By FAS), 3. Intensive Training (Approved), 4. Travel Reimbursement (Approved, \$300.00), 5. Initial Business Plan (Approved, \$4,000.00), and 6. Long-Term Business Adjustment Plan (Approved, \$8,000.00). A 'Back to Applications Main' button is at the bottom of the table. The footer contains various links and the text 'TAAF10APP15 Last Modified: November 15, 2010'.

Event	Name	Status	Payment
1	Application Review	Approved	
2	Initial Training	Pending By FAS	
3	Intensive Training	Approved	
4	Travel Reimbursement	Approved	\$300.00
5	Initial Business Plan	Approved	\$4,000.00
6	Long-Term Business Adjustment Plan	Approved	\$8,000.00

3 Special Handling (Continued)

C Status Updates for Special Handling (Continued)

When an application is put into Special Handling all the events are automatically created in pending status. The pre-existing event status will remain. Each event can be approved in any order. If a payment event (4, 5, or 6) is approved in Special Handling, no payment record is sent to the Common Payments Framework or downstream to NPS. The actual payment will have to be done outside of TAAF. Benefits are assigned to an application when one or any event from 2 to 6 are approved. This is also the case for a regular application. When an application, in Special Handling or regular, is approved from event 2 to 6, no other application can be submitted for that applicant. Applications set to Special Handling by FAS do **not** go to regular status if event 1 is put into pending status. County Offices can, however, start a new application under a different petition as long as there is no other application (Special Handling or otherwise) with an event 2 through 6 that is in approved status.

Note: There can only be **1** application, no matter the application status, for a given applicant and petition.

3 Special Handling (Continued)

C Status Updates for Special Handling (Continued)

When County Offices approve payable events for applications in Special Handling, the system will bypass eligibility and common routines or CFFM event status determinations, and allow for payment.

To update the event status for applications in Special Handling, CLICK “**Update**” next to the applicable event on the Application Events Screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA Status to 1 of the following:

- "Approved"
- "Pending by FAS"
- "Referred To FAS".

The screenshot displays the 'Edit Application Event' interface. At the top, it identifies the user as Erin Huston, an FSA User, and shows the application is for Kansas, Ford County. The application details include: Application Number 2010888-20-057-00001, Event 2 - Initial Training, and CFFM Status P - Pending. The FSA Status dropdown menu is currently set to 'Pending By FAS' but is open to show other options: 'Approved', 'Pending By FAS', and 'Referred To FAS'. A note indicates that an appeal has been overturned and the status should be updated to approved. The interface includes 'Update Event' and 'Cancel' buttons for action.

3 Special Handling (Continued)

C Status Updates for Special Handling (Continued)

Once the FSA Status has been changed, CLICK “Update Event” for the applicable event displayed. The following screen will be displayed with a warning screen to verify the updates. CLICK “OK”, then “Back to Events List”.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

TAAF Menu
Welcome, Erin Huston
User Role: FSA User

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

Other Functions
View Notifications
Change County
Logout of eAuth

State: Kansas County: Ford

Edit Application Event

Application Number: 2010888-20-057-00001
Event: 2 - Initial Training
CFFM Status: P - Pending
* FSA Status:

Notes/Instructions:
Appeal is overturned. Put in approved status.

Windows Internet Explorer
? You have requested Event 2 be updated from 'Pending by FAS' to 'Approved'. Are you sure?

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4 Processing Payments Through NPS, Common Payments Reporting, and Additional Batch Process Errors

A Certifying and Signing Payments Through NPS

When County Offices are preparing to certify and sign payments in NPS, it will be necessary to have the Application Details print out as described in subparagraph 2 B. County Offices shall check the Common Payments Reporting system to ensure that payments have been submitted for that particular payment being disbursed through NPS.

B eFunds Requests

County Offices shall request additional funds through their State Office. State Offices shall send an e-mail to Danielle Cooke, PSD, at danielle.cooke@wdc.usda.gov, identifying the reason, county, and amount of funds needed. After PSD provides notice that the funds are available, payments can be processed.

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4 Processing Payments through NPS, Common Payments Reporting and Batch Process Errors (Continued)

C SCIMS Batch Process Errors

The following SCIMS batch process error can be encountered during the initial batch process.

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

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4 Processing Payments through NPS, Common Payments Reporting and Batch Process Errors (Continued)

C SCIMS Batch Process Errors (Continued)

When County Office users receive the SCIMS error notification, the “Correct Load Error” menu option becomes available on the TAAF Menu, under "Applications". Users shall **CLICK “Correct Load Error”** to select the existing reserved application number and re-enter the application matching the correct producer in SCIMS.

The following is an example of the Correct Load Error Screen option.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Louisiana County: Winn

Welcome, Sherry Henson
User Role: FSA User

Correct Load Error - Select Application

* Petition-Application Number:

Duplicate Application Numbers
Applications with the following Petition-Application Numbers could not be loaded because they duplicate existing TAAF Applications:

- 2011001-22-127-00001

Other Functions
View Notifications
Change County
Logout of eAuth

TAAF10APP11
Last Modified: January 27, 2011

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