

**For:** State and County Offices

**Reprinting Disapproval Letters Using Updated Trade Adjustment  
Assistance for Farmers (TAAF) Software**

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



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**1 Overview**

**A Background**

The TAAF software generates disapproval letters for applications and events that are disapproved, according to Notice PS-682, subparagraph 3 J. However, if the disapproval letter is not saved, the letter is no longer available to reprint. The TAAF software has been updated to provide users the ability to reprint disapproval letters that have already been generated.

**B Purpose**

This notice provides State and County Offices with instructions and guidance for using the reprint functionality in the TAAF software.

**C Contact**

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

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

**D Release Schedule**

The TAAF software enhancements detailed in this notice were provided in Web Transmittal No. 295 on **May 10, 2012**.

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<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2013	State Offices; State Offices relay to County Offices

2 TAAF Disapproval Letter Reprint Process

A Reprinting Disapproval Letter(s)

To reprint disapproval letters from the TAAF Menu, under Applications, CLICK “Reprint Letters”. The following Select Disapproval Letters to Reprint Screen will be displayed with default values for Display Filter types. Default values are “Petition”, “State”, “County”, “Sequence Number”, and “Event”. The Display Filter will display only generated disapproval letters matching the filter criteria. By default, all applications that have had disapproval letters generated will be displayed as shown in the following screen.

The screenshot shows the TAAF interface for selecting disapproval letters to reprint. The left sidebar has a red arrow pointing to 'Reprint Letters' under the 'Applications' section. Another red arrow points to the 'Other Functions' section. The main area shows a 'Display Filter' with the following values: Petition: - All Petitions -, State: Louisiana, County: Winn, Sequence Number: (empty), Event: - All Events -. Below the filter is an 'Update Display' button. A message says: 'From the list below, select the Application Events for which you would like to reprint Disapproval Letters, then click "Reprint Selected Letters" to continue.' Below this are buttons for 'Select All', 'Unselect All', and 'Reprint Selected Letters'. A table displays 2 letters found, with columns for 'Select', 'Petition', 'Application', 'Letter Date', and 'Event'. The table contains two rows of data. At the bottom, there are more 'Select All', 'Unselect All', and 'Reprint Selected Letters' buttons.

Select	Petition	Application	Letter Date	Event
<input type="checkbox"/>	2010001	22-127-00005	17 Apr 2012	1 - Application Review
<input type="checkbox"/>	2010001	22-127-00004	19 Apr 2012	6 - Long-Term Business Adjustment Plan

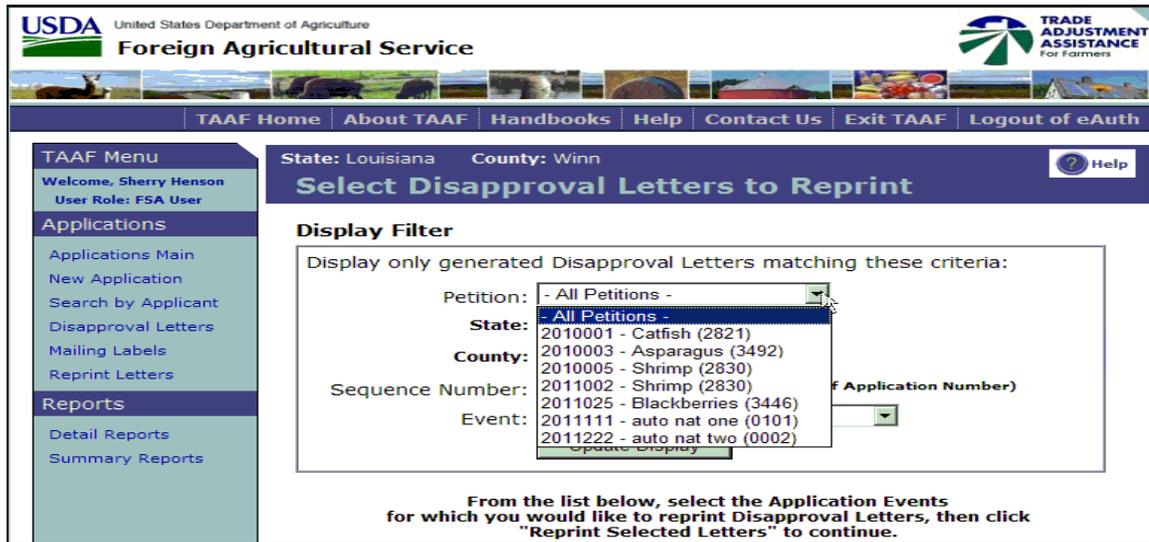
**Note:** The Display Filter for “State” and “County” is based on the user’s profile, is hard-coded, and **cannot** be changed. State Offices will have the option of filtering by their associated counties.

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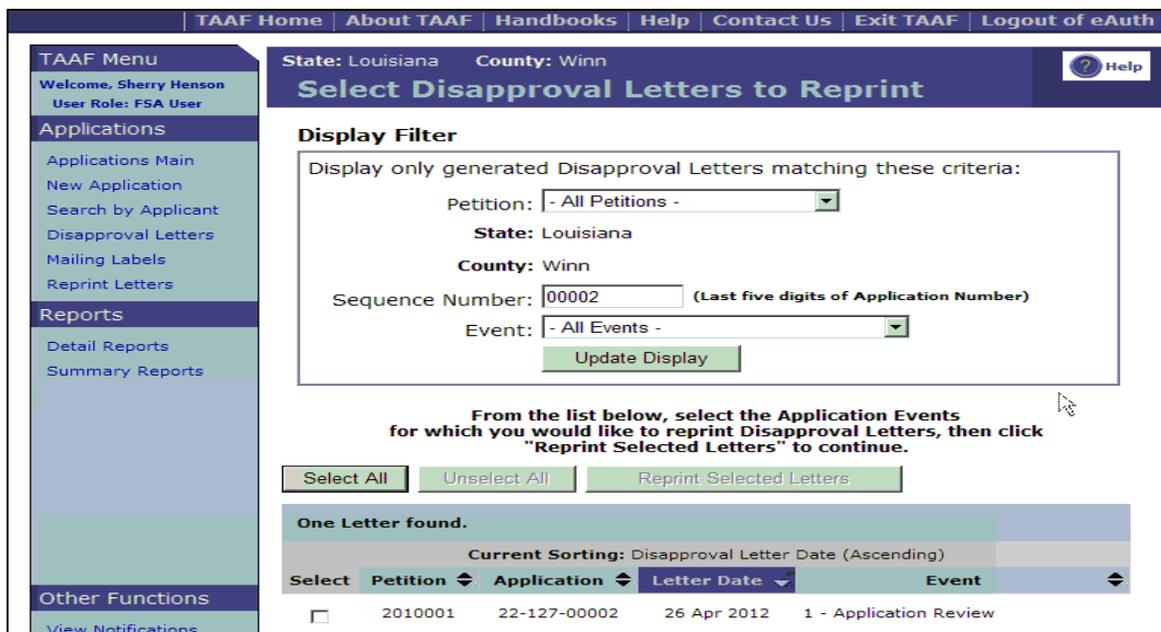
## 2 TAAF Disapproval Letter Reprint Process (Continued)

### B Display Filter

The Display Filter for the “**Petition**” drop-down menu will list all petitions available to a user’s profile as displayed on the following screen.



The Display Filter for “**Sequence Number**” will allow users to see a list based on the last 5 digits of the application number entered as the filter criteria.

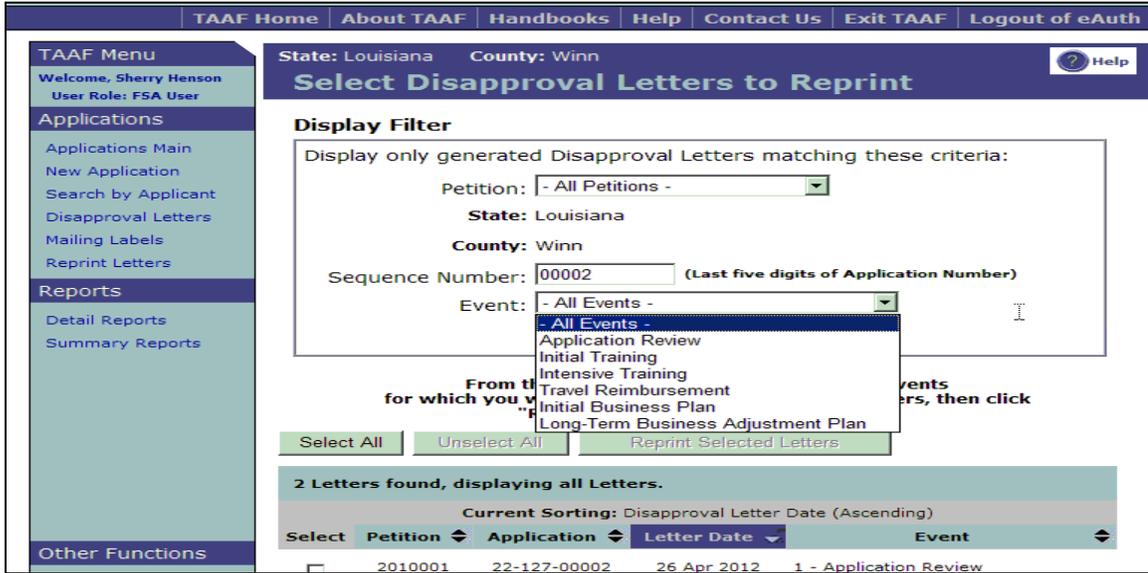


**Note:** Additionally, the list that will be displayed may be sorted by “**Petition**”, “**Application**”, “**Letter Date**”, and “**Event**”.

2 TAAF Disapproval Letter Reprint Process (Continued)

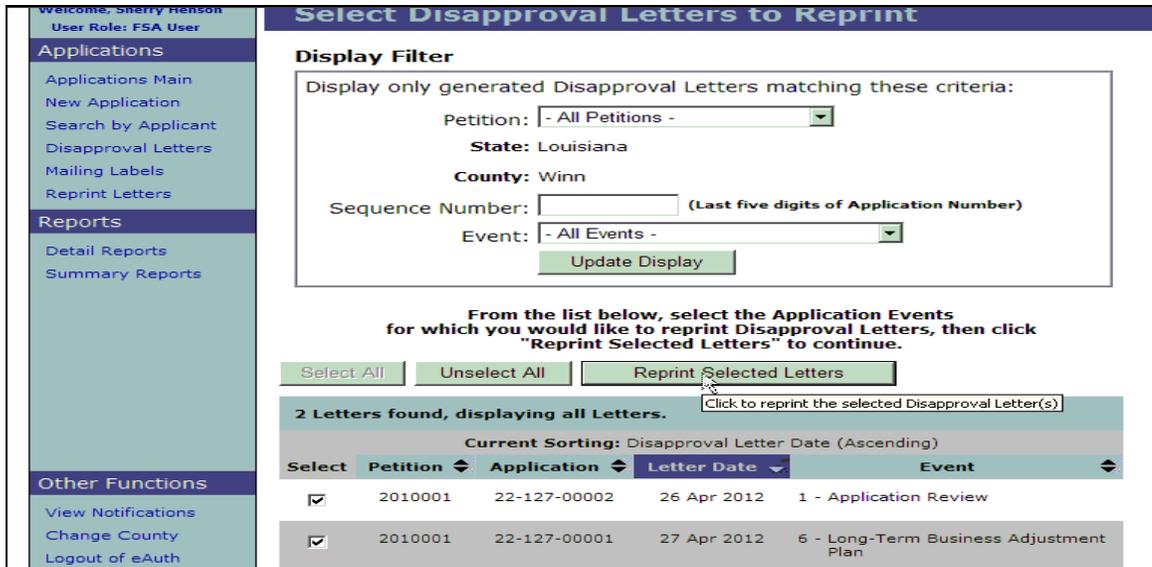
B Display Filter (Continued)

The Display Filter for the “Event” option will allow users to see a list based on events as provided in the following screen.



C Selecting Applications to Reprint

After filtering the list will be displayed and users will have the option to “Select All”, “Unselect All”, or “Reprint Selected Letters” according to the following.



Note: The “Reprint Selected Letters” option only becomes available when 1 or more letters are selected.

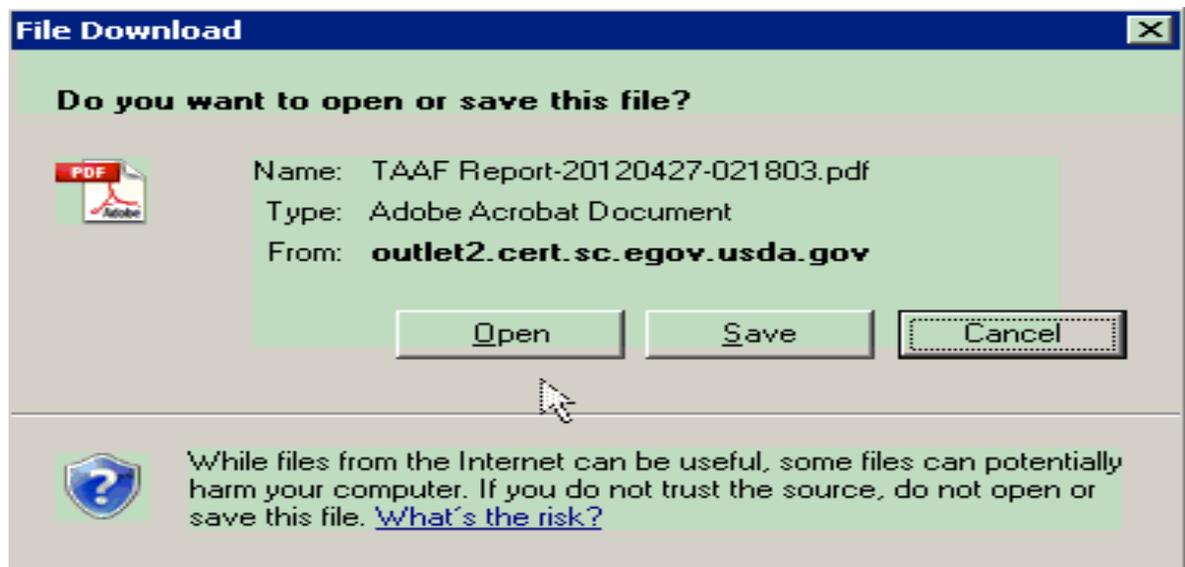
2 TAAF Disapproval Letter Reprint Process (Continued)

C Selecting Applications to Reprint (Continued)

After clicking “Reprint Selected Letters”, the following Reprint Disapproval Letters Screen will be displayed. Users have the option to click “Continue” or “Cancel”.



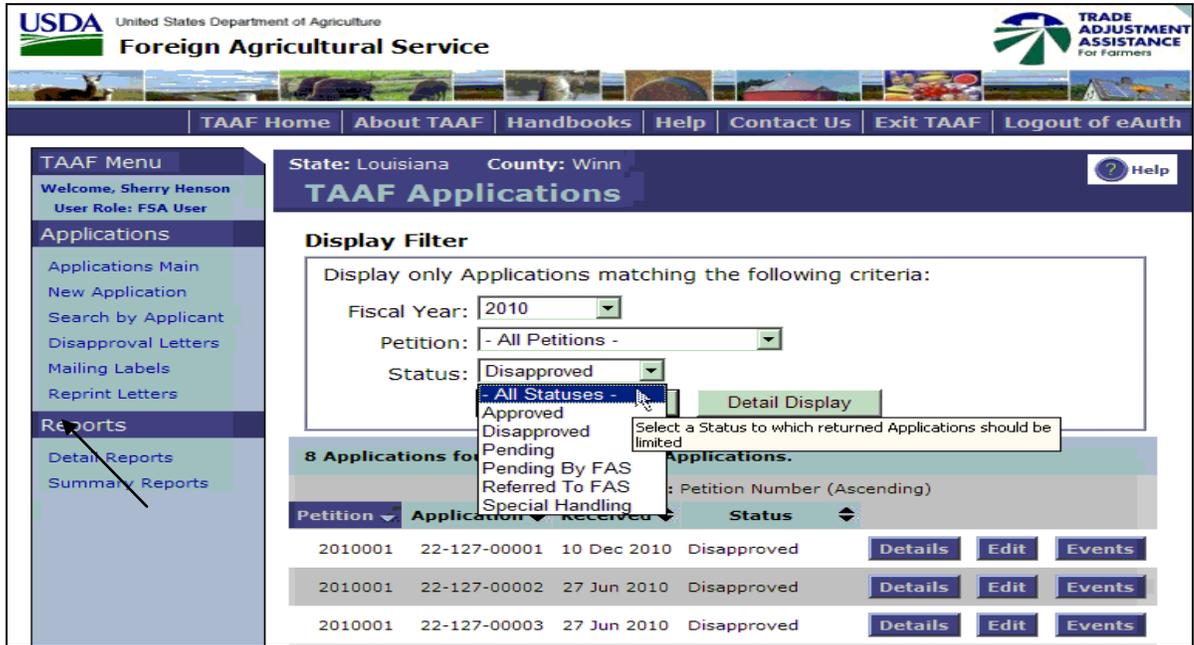
Upon clicking “Continue”, a dialog box will be displayed with the message, “Do you want to open or save this file?” User may click “Open” or “Save” for the disapproval letters to open or save in PDF format. When “Open” is selected, the disapproval letter(s) will all be displayed at once.



2 TAAF Disapproval Letter Reprint Process (Continued)

D Reprinting Disapproval Letters From the Applications Event Screen

Users may reprint disapproval letters from the **TAAF Menu**. Under **Applications**, CLICK **“Applications Main”** and the following **TAAF Applications Screen** will be displayed with default values for Display Filter types. The Display Filter will allow users to sort the applications by **“Fiscal Year”**, **“Petition”**, and **“Status”**. To reprint disapproval letters, select **“Disapproved”** form the **“Status”** drop-down menu as shown.



**Note:** It is optional to select criteria for **“Fiscal Year”** or **“Petition”**.

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### 2 TAAF Disapproval Letter Reprint Process (Continued)

#### D Reprinting Disapproval Letters From the Applications Event Screen (Continued)

Once the Display Filter has provided the list of TAAF applications for the selected applicant according to the search criteria, users shall **CLICK “Events”**. The following **Application Events Screen** will be displayed with all the applicant’s events and statuses. To reprint the disapproval letter, **CLICK “Details”** for the disapproved applicant event.

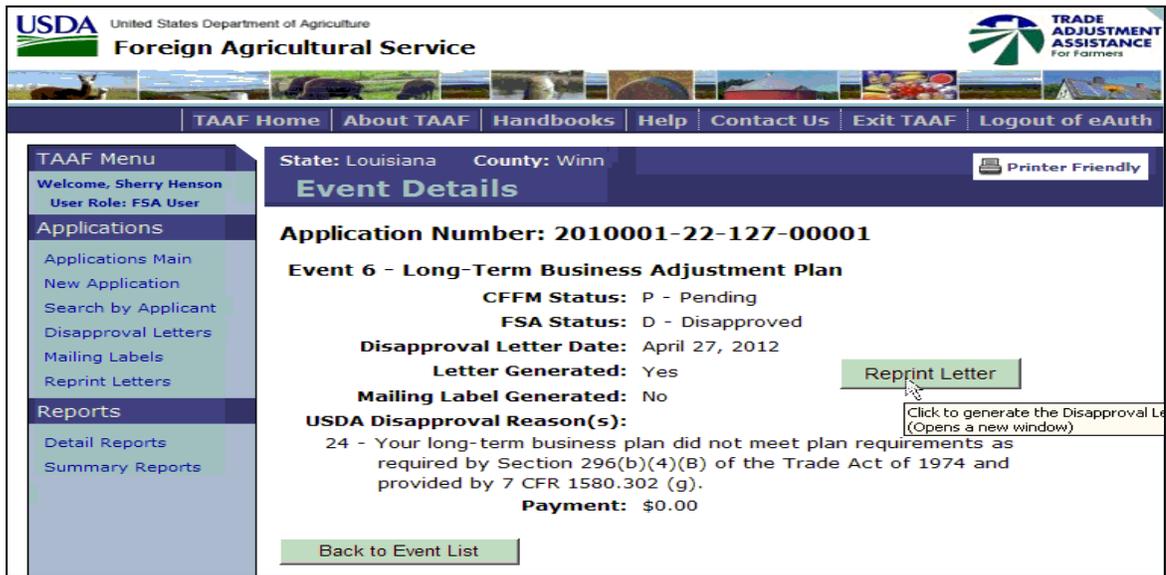
The screenshot displays the TAAF Application Events screen. At the top, there are logos for USDA (United States Department of Agriculture) and Trade Adjustment Assistance for Farmers. Below the logos is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area shows the user's state (Louisiana) and county (Winn). The application number is 2010001-22-127-00001, and the application status is Disapproved. A table lists 6 events, with the 'Details' button for the disapproved event (Event 6) highlighted by a mouse cursor.

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	\$302.50	Details	Update
5	Initial Business Plan	Approved	TBD	Details	Update
6	Long-Term Business Adjustment Plan	Disapproved	\$0.00	Details	Update

2 TAAF Disapproval Letter Reprint Process (Continued)

D Reprinting Disapproval Letters From the Applications Event Screen (Continued)

The following Event Details Screen will be displayed allowing users to select “**Reprint Letter**”, which will generate a disapproval letter for the event again.



Upon clicking “**Reprint Letter**”, the following dialog box will be displayed with the message, “**Do you want to open or save this file**”? Users shall click “**Open**” or “**Save**” to open or save the disapproval letter in PDF format.

