

For: State and County Offices

Trade Adjustment Assistance for Farmers (TAAF) Payment Processing Software Instructions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

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 is a re-issue of Notice PS-684, which is now obsolete.

Note: TAAF payment is 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 instructions and guidance to process TAAF payments.

Disposal Date	Distribution
August 1, 2014 3-20-14	State Offices; State Offices relay to County Offices

Notice PS-716

1 Overview (Continued)

C Processing Payments

FSA State and County Offices can now process 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 were previously updated by CFFM will **no longer** be populated to the application software on a nightly basis.

D 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.

E 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.

F Release Schedule

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

Notice PS-716

2 Manually Processing Application Events for Approved Applicants

A Manual Update Overview

This paragraph provides detailed instructions about the manual update of applications. As of the date of this notice, the CFFM-to-TAAF update processing will no longer automatically update event statuses based on the recommendations, therefore manual updates will be required.

B Application Events

After FSA County Office user has approved the TAAF application, 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

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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-716

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 location as 'State: Kansas County: Ford' and a 'TAAF Applications' header. Below this is 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. A message states 'One Application found.' followed by a table of results. The table has columns for 'Petition', 'Application', 'Received', and 'Status'. The first row shows '2010888', '20-057-00001', '02 Nov 2010', and 'Approved'. To the right of the 'Approved' status are three buttons: 'Details', 'Edit', and 'Events'. Below the table, another message says 'One Application found.' At the bottom of the main content area, it reads 'TAAF10APP01 Last Modified: October 11, 2010' and a 'Back To Top' link. The footer contains various 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'.

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

Notice PS-716

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 for a user named Erin Huston. The page is titled "Application Details" and shows the following information:

- 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

The page includes a navigation menu on the left with options like "Applications Main", "New Application", and "Search by Applicant". At the bottom, there are links for "Edit" and "Back to Applications Main". The footer contains various site navigation links and a "Back To Top" link.

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

C Status Changes for Event Updates

External CFFM event updates will **no longer** automatically update the application events to status. FSA County Office users will have access to update the event status to “Approved” or “Refer to FAS” depending on whether or not the applicant has completed training.

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) Event Details page. At the top, there are logos for USDA United States Department of Agriculture Foreign Agricultural Service 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 divided into a left sidebar and a main panel. The sidebar contains a TAAF Menu with options: 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 panel displays the following information: State: Kansas, County: Ford, Application Number: 2010888-20-057-00001, Event 2 - Initial Training, CFFM Status: P - Pending, and FSA Status: P - Pending. There is a "Printer Friendly" icon and a "Back to Event List" button. At the bottom of the main panel, it says TAAF10APP20 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.

Notice PS-716

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

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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

Notice PS-716

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 shows the "Edit Application Event" screen for 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 present. A "Windows Internet Explorer" dialog box is overlaid on the page, displaying a warning message: "You have requested Event 2 be updated from 'Pending' to 'Approved'. Are you sure?" with "OK" and "Cancel" buttons.

The footer contains the text "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link. A navigation bar at the bottom includes 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".

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

Notice PS-716

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 displays the TAAF (Trade Adjustment Assistance for Farmers) 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 (Kansas) and county (Ford). The title is "Application Events" and the application number is 2010888-20-057-00001. The application status is "Approved". A table lists 4 events found, displaying all events. The events are: 1. Application Review (Approved), 2. Initial Training (Approved), 3. Intensive Training (Pending), and 4. Travel Reimbursement (Pending, TBD). Each event has "Details" and "Update" buttons. A "Back to Applications Main" button is at the bottom. The footer includes "TAAF10APP15" and "Last Modified: November 15, 2010".

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

Application Events

Application Number: 2010888-20-057-00001

Application Status: Approved

4 Events found, displaying all Events.

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

4 Events found, displaying all Events.

Back to Applications Main

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

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 shows the 'Edit Application Event' interface. At the top, there's a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. Below this, the page title is 'Edit Application Event' with a 'Help' icon. The main content area displays the following information:

- State: Kansas County: Ford
- Application Number: 2010888-20-057-00001
- Event: 3 - Intensive Training
- CFFM Status: P - Pending
- * FSA Status: Pending (dropdown menu is open showing options: Pending, Approved, Pending, Referred To FAS)

At the bottom of the main content area, there is a 'Cancel' button next to the dropdown menu. The footer of the page includes the text 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top' link.

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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 the text 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top' link. At the very bottom, there is 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 | White House'.

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

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2 Manually Processing Application Events for Approved Applicants (Continued)

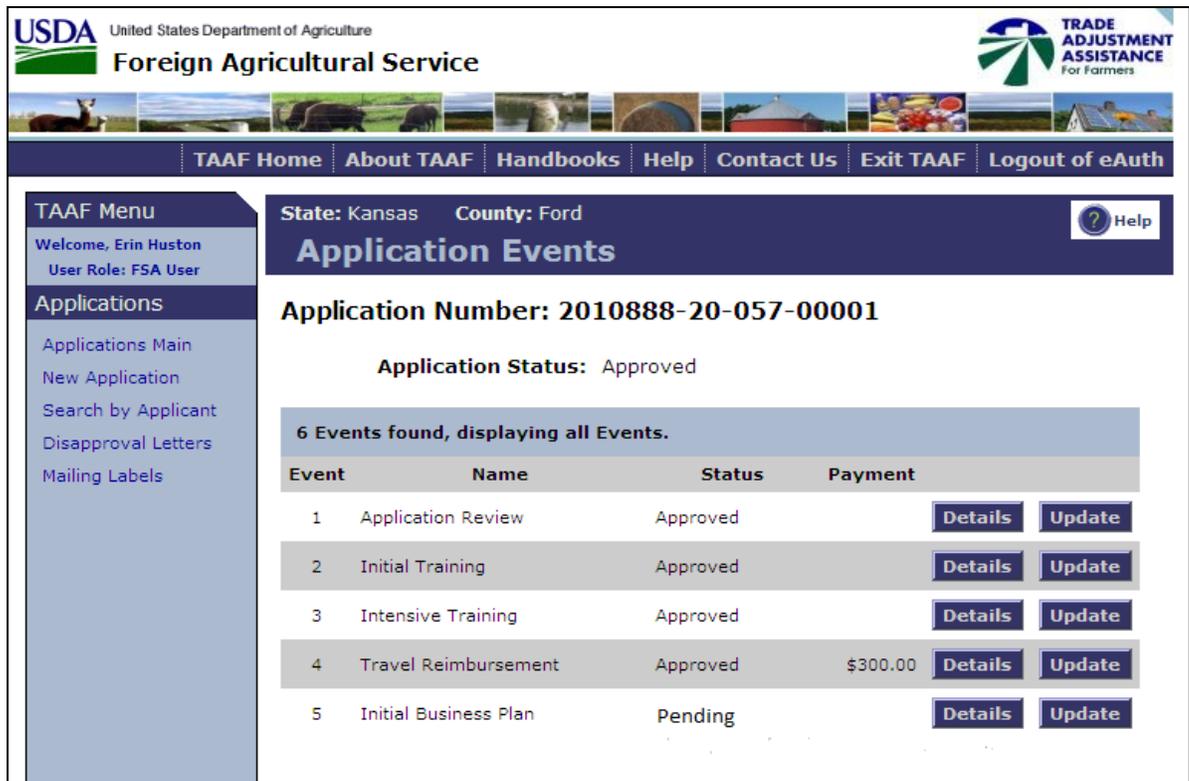
F Travel Reimbursement

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”.

Notice PS-718 provides State and County Offices with updated instructions and guidance for processing Travel Reimbursement claims.

G Initial Business Plan

The Initial Business Plan event is automatically triggered and displayed in the list of events on the Application Events Screen when the Travel Reimbursement status is updated 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) application events screen. The header includes the USDA logo and the text "United States Department of Agriculture" and "Foreign Agricultural Service". The user is identified as Erin Huston, an FSA User, in the state of Kansas, Ford County. The application number is 2010888-20-057-00001, and its status is "Approved". A table lists six events, with the "Initial Business Plan" event showing a "Pending" status.

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	Pending		Details	Update

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

G Initial Business Plan (Continued)

- **Update**

To update the Initial 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

Edit Application Event ? Help

>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

Application Number: 2010888-20-057-00001

Event: 5 - Initial Business Plan

CFFM Status: P - Pending

* FSA Status:

Approved
Pending
Referred To FAS

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2 Manually Processing Application Events for Approved Applicants (Continued)

G Initial Business 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**”.

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: Initial Business Plan
- CFFM Status: P - Pending
- * FSA Status:

Buttons for 'Update Event' and 'Cancel' are present. A 'Windows Internet Explorer' dialog box is overlaid on the page, containing a question mark icon and the text: 'You have requested Event 6 be updated from 'Pending' to 'Approved'. Are you sure?'. The dialog has 'OK' and 'Cancel' buttons.

At the bottom of the page, the text 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top ^' link are visible.

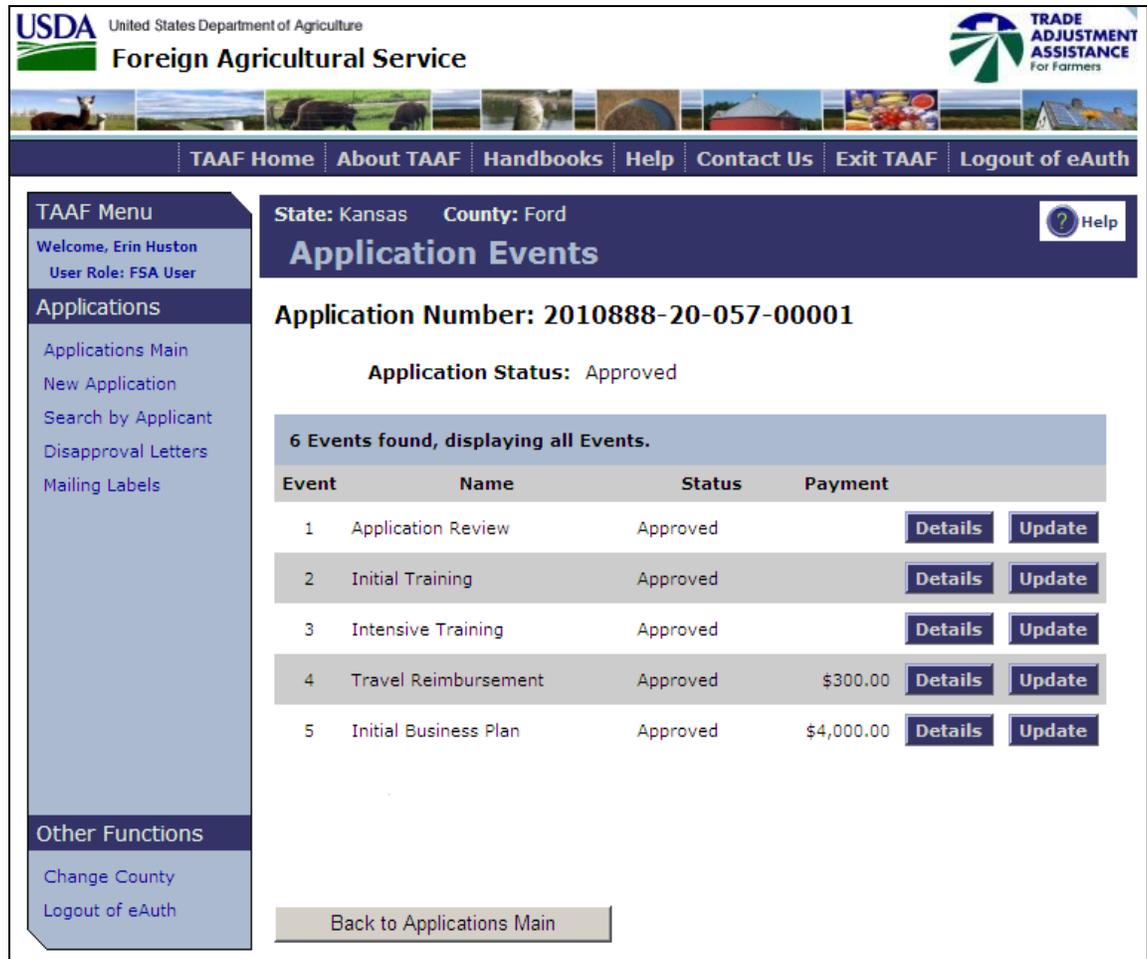
Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

G Initial Business Plan (Continued)

- Update (Continued)

The status of the Initial Business Adjustment Plan event will then be displayed with updates on the Application Events Screen as follows.



The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, it features the USDA logo and the text "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 shows the user's location: "State: Kansas County: Ford". The page title is "Application Events". Below this, the "Application Number: 2010888-20-057-00001" is displayed, followed by the "Application Status: Approved".

A summary states "6 Events found, displaying all Events." Below this is a table with the following data:

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

At the bottom of the table area, there is a "Back to Applications Main" button. On the left side of the screen, there 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"). A "Help" icon is also present in the top right corner of the main content area.

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

H 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, 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 user is identified as Erin Huston, an FSA User, with the application number 2010888-20-057-00001. The application status is 'Approved'. A table lists six events, with the sixth event, 'Long-Term Business Adjustment Plan', showing a 'Pending' status and a payment of 'TBD'. The interface also includes a sidebar with navigation options and a footer with various links and the text 'TAAF10APP15 Last Modified: November 15, 2010'.

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

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

H 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

Help

Edit Application Event

Application Number: 2010888-20-057-00001

Event: 6 - Long-Term Business Adjustment Plan

CFFM Status: P - Pending

* FSA Status:

Approved
Pending
Referred To FAS

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

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Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

H 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**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, the USDA logo and "United States Department of Agriculture" are visible, along with the "Foreign Agricultural Service" and "TRADE ADJUSTMENT ASSISTANCE For Farmers" logos. 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" screen for a user named Erin Huston (User Role: FSA User). The page displays the following information:

- State:** Kansas **County:** Ford
- Application Number:** 2010888-20-057-00001
- Event:** 6 - Long-Term Business Adjustment Plan
- CFFM Status:** P - Pending
- * FSA Status:** Approved (selected in a dropdown menu)

Buttons for "Update Event" and "Cancel" are visible. A warning dialog box is displayed, asking for confirmation to update the event from 'Pending' to 'Approved'. The dialog box text reads: "You have requested Event 6 be updated from 'Pending' to 'Approved'. Are you sure?" with "OK" and "Cancel" buttons.

The left sidebar contains 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).

At the bottom of the page, the text "TAAF10APP14 Last Modified: November 15, 2010" is displayed, along with a "Back To Top" link. 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 | White House".

Notice PS-716

2 Manually Processing Application Events for Approved Applicants (Continued)

H 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 displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, it features the USDA logo and the text 'United States Department of Agriculture' and 'Foreign Agricultural Service'. 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'. The page title is 'Application Events' for application number '2010888-20-057-00001'. The application status is 'Approved'. A table lists 6 events, all with a status of 'Approved'. 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). Each event has 'Details' and 'Update' buttons. A 'Back to Applications Main' button is located below the table. The footer contains the text 'TAAF10APP15' and 'Last Modified: November 15, 2010', along with a 'Back To Top' link and a list of site 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'.

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

Notice PS-716

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: Notice PS-717 provides State and County Offices with updated instructions for processing FSA-229-1’s in “Special Handling” status. Application status can only be set to Special Handling by FAS at any point for any application.

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.