

For: State and County Offices

**Processing Trade Adjustment Assistance for Farmers (TAAF) Program
Payments for FSA-229-1's in "Special Handling" Status**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

"Special Handling" applies to FSA-229-1's and other program events that occur for which FSA-229-1 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: FSA-229-1 status can be set to "Special Handling" only by FAS; this may be done at any point for FSA-229-1's.

When FSA-229-1's are set to "Special Handling", any remaining events are automatically created in "Pending" status. The pre-existing events status for FSA-229-1 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 (CPF) or downstream to NPS. The actual payment will have to be completed outside of TAAF through Online Payment (OLP). Benefits are assigned to FSA-229-1 when any event from 2 to 6 is approved. When FSA-229-1 in "Special Handling" is approved from events 2 to 6, no other FSA-229-1 can be submitted for that applicant.

Note: Paragraph 2 provides updated instructions for processing FSA-229-1's in "Special Handling" status.

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

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1 Overview (Continued)

B Purpose

This notice provides State and County Offices with:

- instructions and guidance for processing TAAF **payments** in “Special Handling” status using OLP
- updated instructions for processing TAAF **FSA-229-1’s** in “Special Handling” status using the TAAF software.

C Processing TAAF Payments in “Special Handling” Using OLP

OLP is web-based software that will be used by TAAF software for processing payments in “Special Handling” status. TAAF payments are automated payments, but the automated processing provided by CPF does **not** support processing payments in “Special Handling” status (for example, court ordered payments, equitable relief, etc.). For processing TAAF payments using OLP, see 1-FI, subparagraph 61. OLP uses the SCIMS payee name and address information, and the Financial Services assignment, joint payment, and direct deposit information. The program codes and reference number requirements are as follows.

| OLP Program Code | Accounting Program Year | Program Alpha Code |
|-------------------------|--------------------------------|---------------------------|
| 2787 | 2008 | 08TAAFAUTH |
| 2787 | 2009 | 09TAAFAUTH |
| 2788 | 2008 | 08TAAF2AUTH |
| 2788 | 2009 | 09TAAF2AUTH |

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software

A Notification

When FAS sets an FSA-229-1 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 process FSA-229-1's 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 displays the TAAF 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 "Trade Adjustment Assistance for Farmers (TAAF)". It features a "TAAF Menu" on the left side with the following options:

- TAAF Menu
 - Welcome, Peter Burr
 - User Role: FAS Natl User
 - Petitions
 - Petitions Main
 - New Petition
 - Applications
 - Applications Main
 - Bulk Status Update
 - Search by Applicant
 - Payments
 - Payments Main
 - Reports
 - Detail Reports
 - Summary Reports
 - Other Functions
 - View Notifications
 - View Reason Codes
 - Add Reason Code
 - Logout of eAuth

The main content area 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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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

A 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

State: Kansas County: Ford

Active Notifications

Welcome, Erin Huston
User Role: FSA User

Applications

Applications Main
New Application
Search by Applicant
Disapproval Letters
Mailing Labels

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

Other Functions

View Notifications
Change County
Logout of eAuth

TAAF10COM21
Last Modified: October 27, 2010

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

B Selecting FSA-229-1's in "Special Handling" Status

County Offices shall then go to the TAAF Applications Main Menu and select FSA-229-1's in "Special Handling" status from the "Status" drop-down menu. CLICK "Detail Display" for the appropriate FSA-229-1.

The screenshot displays the TAAF Applications web interface. 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. On the left side, there is a TAAF Menu with sections: TAAF Menu (Welcome, Peter Burr, User Role: FAS Natl User), Petitions (Petitions Main, New Petition), Applications (Applications Main, Bulk Status Update, Search by Applicant), Payments (Payments Main), Reports (Detail Reports, Summary Reports), and Other Functions (View Notifications, View Reason Codes, Add Reason Code, Logout of eAuth). The main content area is titled "TAAF Applications" and features a "Display Filter" section. The filter includes: Fiscal Year: 2010; Petition: - All Petitions -; State: Kansas (with a note: "(New selection generates page refresh)"); County: A dropdown menu with a tooltip that says "Select a State to which returned Applications should be limited"; Status: - All Statuses -. Below the filter are "Update Display" and "Detail Display" buttons. The results section shows "One Application found." with "Current Sorting: Petition Number (Ascending)". A table lists the application details:

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

Below the table, it says "One Application found." At the bottom of the page, there is a footer with "TAAF10APP01" and "Last Modified: October 11, 2010", along with a "Back To Top" link.

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling"

The following is an example of the Application Details Screen that will be displayed for the selected FSA-229-1 in "Special Handling" status.

To view instructions when processing "Special Handling" FSA-229-1's, CLICK "View Instructions".

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web interface. 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 is titled "Application Details" and shows the following information:

- State:** California **County:** Merced
- Application Number:** 06-047-00001
- Petition:** 2010001 - Catfish (2821)
- Application Status:** Special Handling (with a "View Instructions" button)
- Date Received:** Wednesday, August 18, 2010
- Applicant:** (field is empty)
- Applicant Address:** (field is empty)
- Preferred Contact Phone:** (530) 673-0067
- 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:** john.dileo@kcc.usda.gov

At the bottom of the application details, there are "Edit" and "Back to Applications Main" buttons. The footer of the page includes "TAAF10APP02", "Last Modified: October 14, 2010", and a "Back To Top" link.

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following is an example of the Special Handling Instructions Screen. After reviewing the instructions, CLICK "Close Window".



Special Handling Instructions

Application Number: 2010001-06-047-00001

Applicant appeal has been overturned. Update event 1 to approved status and process payment through On-Line Payments

Close Window

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

After FSA-229-1 has been set to "Special Handling" by FAS, all events will become available in the Application Events list as shown on the following Application Events Screen. "Disapproved" or "Approved" statuses will remain as such and paid FSA-229-1's will remain paid and will **not** be canceled. The event status for applications in special handling must only be updated according to notification instructions.

The following is an example of the list of events that will be displayed for the selected FSA-229-1 in "Special Handling" status.

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: California County: Merced

Welcome, Lisandra Lima
User Role: FSA User

Application Events

Application Number: 2010001-06-047-00001

Application Status: Special Handling [View Instructions](#)

6 Events found, displaying all Events.

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

6 Events found, displaying all Events.

[Back to Applications Main](#)

TAAF10APP15
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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

FSA-229-1's 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 FSA-229-1 under a different petition as long as there is no other FSA-229-1 in "Special Handling" or other status, with event 2 through 6 that is in "Approved" status.

Note: There can only be **one** FSA-229-1, regardless of FSA-229-1 status, for a given applicant and petition. If an applicant has already received benefits under another FSA-229-1, approval of any event (2 through 6) will **not** be permitted because of the existence of conflicting benefits.

All eligibility and other checks shall be completed **manually before** using OLP.

When FAS sets FSA-229-1 to "Special Handling", FAS user will enter detailed instructions about the specific "Special Handling" procedure required.

Example: Should a particular eligibility flag be ignored or should the payment be for some specific amount.

For other eligibility criteria that are **not** affected by the "Special Handling" of FSA-229-1, the County Office needs to confirm continued eligibility through the appropriate systems (Subsidiary Eligibility, etc.) before issuing the payment through OLP. If the applicant fails to meet 1 of the eligibility requirements that remain in force, the County Office should refer FSA-229-1 to FAS, checking the appropriate reason codes.

Payment limitation shall be checked separately and the payment amount reduced as applicable, **unless** specifically instructed by FAS to disregard such pay limits; such as complying with a court order to pay a specific amount.

Payment reductions because of direct attribution are to be applied manually, unless the reduction is because of the situation being overridden for FSA-229-1.

Example: FSA-229-1 had reason code 26, but FAS instructs the County Office to ignore that condition. However, 1 member of the entity is also flagged as "ineligible" because of AGI. The payment shall be reduced by that member's share.

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

When County Offices approve payable events for FSA-229-1's in "Special Handling", the system will **not** perform automated processing of the payment, including eligibility checks. Payment **must** be made through OLP.

To update the event status for FSA-229-1's 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".

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: California County: Merced

TAAF Menu
Welcome, Lisandra Lima
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

Edit Application Event

Application Number: 2010001-06-047-00001

Event: 5 - Initial Business Plan

CFFM Status: P - Pending

* FSA Status: Pending (selected)
Approved
Referred To FAS

Cancel

TAAF10APP14
Last Modified: November 15, 2010

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

When a payable event is set to "Approved" for a "Special Handling" FSA-229-1, the "Payment Amount" field will be displayed on the Edit Application Event Screen as follows. The County Office user **must** enter the amount that was paid to this applicant through OLP in the "Payment Amount" field **before** users CLICK "Update Event".

After "FSA Status" has been changed to "Approved", enter the amount that was paid to the applicant through OLP, and then CLICK "Update Event" to process the update.

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, Lisandra Lima
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: California County: Merced

Help

Edit Application Event

Application Number: 2010001-06-047-00001

Event: 5 - Initial Business Plan

CFFM Status: P - Pending

* FSA Status:

* Payment Amount:
(1234.56)

Enter the amount that was paid to this Application through Online Payments

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following Edit Application Event Screen will be displayed with a "Message from webpage" dialog box to verify the updates. CLICK "OK". The Event Details Screen will be displayed.

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. A navigation bar includes links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main header shows the user's location: 'State: California County: Merced' and a 'Help' icon. The page title is 'Edit Application Event'. The left sidebar contains a 'TAAF Menu' with options like 'Welcome, Lisandra Lima', 'User Role: FSA User', 'Applications Main', 'New Application', 'Search by Applicant', 'Disapproval Letters', 'Mailing Labels', and 'Other Functions' such as 'View Notifications', 'Change County', and 'Logout of eAuth'. The main content area displays application details: 'Application Number: 2010001-06-047-00001', 'Event: 5 - Initial Business Plan', 'CFFM Status: P - Pending', and '* FSA Status: Approved' (selected in a dropdown). A '* Payment Amount: 4000.00 (1234.56)' is also shown. Below these details are 'Update Event' and 'Cancel' buttons. A 'Message from webpage' dialog box is overlaid on the screen, containing a question mark icon and the text: 'You have requested Event 5 be updated from 'Pending' to 'Approved'. Are you sure?'. The dialog box 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.

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2 Processing FSA-229-1's in "Special Handling" Status Using TAAF Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following is an example of the Event Details Screen displaying successful update. To continue, 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. 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 following information:

- State:** California **County:** Merced
- Event Details**
- Info:** The Application Event has been successfully updated
- Application Number:** 2010001-06-047-00001
- Event 5 - Initial Business Plan**
- CFFM Status:** P - Pending
- FSA Status:** A - Approved
- Payment:** \$4,000.00

A "Back to Event List" button is located below the event details. The footer includes "TAAF10APP20" and "Last Modified: November 15, 2010". A "Printer Friendly" icon is also present in the top right corner of the main content area.