UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice SP-17

For: State and County Offices

Accepting and Completing Trade Adjustment Assistance (TAA) Applications and Providing Report of TAA Applicants to CSREES

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Producers applying for TAA benefits must complete FSA-229 and file it with their local FSA County Office. There are several documentation requirements for the application to be approved.

Notice SP-16 provided instructions for State and County Offices to submit a report of TAA applicants names and related information to CSREES, when requested in preparing for mandatory technical assistance training.

B Purpose

This notice provides general instructions for:

- accepting FSA-229's
- completing FSA-229, Part C
- approving or disapproving FSA-229's
- submitting a final report of all applicants to CSREES.

Disposal Date	Distribution
September 1, 2004	State Offices; State Offices relay to County Offices

1 Accepting FSA-229's

A Number of Applications per Applicant

A TAA applicant must submit:

- only one FSA-229 per approved petition

  Example: A shrimper who's catch was marketed at different sales points within an approved State must combine all production into 1 application. Application software will allow only 1 application per entity for each approved petition.

- separate applications for each approved petition.

  Example 1: A shrimper's catch marketed in Georgia must not be combined with marketings in South Carolina. The separate petitions provide for different payment rates depending on where the shrimp were marketed.

  Example 2: Production evidence for salmon marketed in Alaska must not be combined with salmon marketed in Washington.

B FAXed Applications

Until further notice, County Offices may accept TAA applications received by FAX from applicants who do not have FSA-237 on file. Relief from FSA's usual policy about FSA-237 is granted because most TAA applicants are unfamiliar with the usual administrative requirements. Relief is granted for:

- Alaska, FAXed TAA applications may be accepted and processed without the applicant providing FSA-237

- applicants in States other than Alaska, TAA applications may be accepted, but shall not be processed for payment until FSA-237 has been received.

  Note: The date of FSA-237 may be after the date of the TAA application.

C Determining Date Submitted

For the purpose of determining whether a TAA application or required documentation has been submitted by the deadline, the date submitted to FSA is the earlier of the following:

- date received in the County Office (State Office for Alaska)
- date of USPS postmark or acceptance by a parcel delivery business.

2 Completing FSA-229

A County Office Action

County Offices shall:

- provide instructions for the producer to complete FSA-229

- require the applicant to complete FSA-229, Part A, items 1A through 1F, and items 8A and 8B before accepting the application

  Note: Applicants must enter production on FSA-229, item 1E before it is signed and submitted. It is not the responsibility of the County Office to compute the production quantity from multiple documents provided. COC may spot check FSA-229, item 1E for accuracy based on submitted production evidence.

- verify that production entered in FSA-229, item 1E has been converted, if necessary, to the correct weight basis according to factors provided in:

  - Notice SP-12, Exhibit 1, question 8 for Texas and South Carolina
  - Notice SP-13, subparagraph 2 E for Georgia shrimp
  - Notice SP-13, Exhibit 1 for fish
  - Notice SP-15, paragraph 4 for Alabama shrimp

- ensure that the applicant provided production evidence at the time FSA-229 was filed in the County Office, but no later than the sign-up deadline for the individual petition, as listed in Notice SP-15, paragraph 3

- verify the production evidence is provided for the applicant.

3 Completing FSA-229 (Continued)

A County Office Action (Continued)

- complete FSA-229, items 2 through 7B and Part C according to the following.

Item	Action
2	Enter the crop year of the commodity.
3	Enter the commodity.
4	Leave blank. An application number will not be entered into application software. Alternatively, item 4 may be used by the County Office for its own purposes.
5	Enter the State code.
6	Enter the county code.
7A and 7B	Enter the name, address, and telephone number of the FSA County Office.
9A	Check: • "Yes" only if production evidence is submitted by the sign-up deadline • "No" if documentation is not received or if it is received after the sign-up deadline. Enter date received.
9B	Check: • "Yes" only if documentation is submitted by September 30, 2004 of a decline in net income as explained in Notice SP-5, subparagraph 6 D • "No" if documents not received or if received after the sign-up deadline. Enter date received.
9C	Check: • "Yes" if the applicant self-certified to the AGI requirement by signing FSA-229 • "No" if the applicant did not sign FSA-229. The application is incomplete and must be disapproved. Documentation of this certification is not required unless spot-checked or otherwise required.
9D	Check: • "Yes" for all applicants who have submitted evidence of completing technical assistance training from CSREES by September 30, 2004 • "No" if documents not received or if received after the sign-up deadline. Enter date received.
10	COC or designee shall sign and date FSA-229 only if the application is either approved or disapproved as shown by checking item 11. Applications may not be approved until all documentation requirements are met.
11	Approve applications if items 8A and 8B are completed and items 9A, 9B, and 9D are checked "Yes".

3 Completing FSA-229 (Continued)

B Approving FSA-229's

COC or designee may sign and approve FSA-229 as soon an applicant has provided the required certifications and all documentation required in FSA-229, Part C.

C Disapproving FSA-229's

COC or designee shall sign and disapprove FSA-229 if any of the following apply:

- evidence of production was not received by the sign-up deadline
- documentation for items 9B and 9D are not provided by September 30, 2004
- the application was submitted to FSA after the application deadline.

COC shall send to every applicant who is disapproved for TAA payment a letter of notification that includes:

- reason for the disapproval of TAA payment
- any appeal rights that may apply.

D Entering Applications into Application Software

All TAA applications that have been received shall be entered into the application software, whether approved for payment or disapproved.

Approved applications shall be entered into application software as soon as possible after approval.

Applications that have been submitted with production evidence, but that are pending approval because of outstanding documentation, shall be entered into application software at the earliest possible date. Pending applications are subsequently accessed in the application software:

- for approval if needed documentation is received
- for disapproval if application deadlines are not met.

3 Completing FSA-229 (Continued)

E Dates Required for Application Software

Application software is currently being tested and is planned for release in late February 2004. This software will require entry of the dates shown on FSA-229 for:

- FSA-229
- documenting production evidence
- documenting net income
- documentation that technical assistance training was received from CSREES.

The entry of these dates was included in the software to

- ensure all required documents were submitted by the program deadlines
- provide a basis for sequencing payments and payment limitation calculations.

For documentation received by the program deadlines, but not date-stamped by County Offices, the "date documentation received" entered in FSA-229, items 9A through 9D and into the software must be no later than the deadline, which is:

- for production evidence, the last date of the sign-up period for the individual petition
- for all other documentation, September 30, 2004.

4 Reporting TAA Applications to CSREES

A County Office Action

County Offices shall submit to the State Office:

- by COB of the first Friday of each month, a list of all TAA applicants who have submitted FSA-229, including name, address, telephone number, and e-mail address

- on the second business day after the final date of an application period, a final report of all TAA applicants.

  Note: This final report shall include a consolidated listing of the monthly reports, inclusive of all approved or disapproved FSA-229's.

B State Office Action

Sate Offices shall prepare the final report of TAA applicants in the same manner instructed in Notice SP-16, subparagraph 3 B.