

For: State and County Offices

**Trade Adjustment Assistance (TAA) Web-based Software Information and
Instructions for Using TAA Application Process to Record FSA-229 Data**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

New FSA program delivery systems will be released only as Web-based applications and will be supported by new Web-based accounting functions.

TAA **Application Process** software will allow authorized FSA State and County Office employees to record (enter) TAA application (FSA-229) data on-line using a new Web-based process on the FSA Intranet. That data will later be used to process payments.

The entire TAA software package, when complete, will consist of 3 separate, but integrated processing functions:

- **Petition Process**, for use by FAS personnel **only**
- **Application Process**, for use by FSA State and County Office personnel
- **Payment Process**, for use by FAS and FSA State and County Office personnel.

B Purpose

This notice provides:

- general information about all TAA software functions
- detailed instructions to FSA State and County Offices for using the new Web-based TAA **Application Process** software to "enter" TAA application data from FSA-229's.

Important: State and County Offices will be notified when they are authorized to begin entering FSA-229 data according to subparagraphs 2 C and 5 A.

Disposal Date	Distribution
February 1, 2005	All FSA Offices; State Offices relay to County Offices

Notice SP-18

2 General Information About TAA Software

A Secure TAA Web Site

All automated TAA functions process on a secure Web site that requires authorized users to have current user ID's and passwords. See paragraph 3 for authorization instructions.

B TAA Petitions

Petition Process software has been developed to:

- allow authorized FAS personnel only to enter and maintain TAA petition data on-line
- integrate, as applicable, with the FSA-used TAA Application and Payment Processes
- be the required first step in processing any automated TAA functions.

Until FAS initiates the **Petition Process**, enters applicable petition data, and approves that petition on-line, FSA County Offices cannot:

- link the **Application Process** to an approved petition
- enter any FSA-229 data for a TAA applicant in the **Application Process**.

Specifically, **Petition Process** software:

- allows FAS personnel to process all petition functions
- allows FSA County Office employees to view and select an approved petition on-line, and then link the **Application Process** to that petition
- assists the **Application Process** in some instances by auto-filling data fields on applications as they are entered on-line
- facilitates **Payment Process** automatic calculations for payment, including the process of pro-rating when necessary
- automatically limits a TAA applicant's payment to a \$10,000 per fiscal year TAA payment limitation; and to a \$65,000 combined counter-cyclical payment plus TAA payment limitation per applicable crop year
- records and tracks TAA payments in the event that more than 1 pro-rating calculation needs to be performed in a given fiscal year
- facilitates TAA program activity report generation in detail and summary format.

Notice SP-18

2 General Information About TAA Software (Continued)

C TAA Applications

Petition-integrated **Application Process** software that is accessible via the FSA Intranet Home Page, has been designed to reduce paper flow, and allows authorized:

- FSA County Office personnel to enter application data from the FSA-229
- Cooperative State Research Education and Extension Service (CSREES) personnel on-line access to TAA applications and reports for their use in certifying completion of applicants' technical training.

TAA Application data is stored in a data base that allows FAS personnel to:

- pro-rate payment rates when applicable
- initiate payment cycle calculations and payment processing.

D TAA Payments

Petition and application-integrated **Payment Process** software will facilitate payment processing using new Web-based National Financial Services and National Payment Services (NPS) that are being developed by FMD to support Web-based program applications.

Detailed TAA payment processing instructions will be provided in a future SP notice.

3 Authorized Access to the Secure TAA Web Site

A Access Requirements

To access any TAA automated function authorized users must have a current WebCAAF:

- user ID
- password.

Important: See Notice AO-1281 and Notice AO-1292 for specific instructions for obtaining a WebCAAF user ID and password. The KC-Application Development Center security office is responsible for all FSA program delivery security issues and functions.

TAA software users presently include authorized personnel from FAS, FSA State and County Offices, CSREES, and the Department of Labor.

4 The TAA Application Process

A Application Process Capabilities

From the blue banner on the left side of the FSA Intranet-based TAA Application Process Main Page, authorized users can select to:

- **add** applications to the data base
- **edit** an existing application in the data base
- **view** an application in the data base
- **change the status** of an application in the data base.

B Adding Applications

The "**Add Application**" function allows authorized users to **add** (enter) application data for TAA applicants from FSA-229. See paragraph 7.

C Editing Applications

The "**Edit Application**" function allows authorized users to **edit** application data for applications that have already been entered into the application software. See paragraph 8.

D Viewing Applications

The "**View Application**" function allows authorized users to **view**, but not edit, applications that have already been entered into the application software. See paragraph 9.

E Changing an Application's Status

The "**Change Status**" function allows authorized users to **change the status** of an application. See paragraph 10. An application can be changed from "Pending" status to 1 of the following:

- "Approved"
- "Disapproved"
- "Suspend"
- "Cancelled".

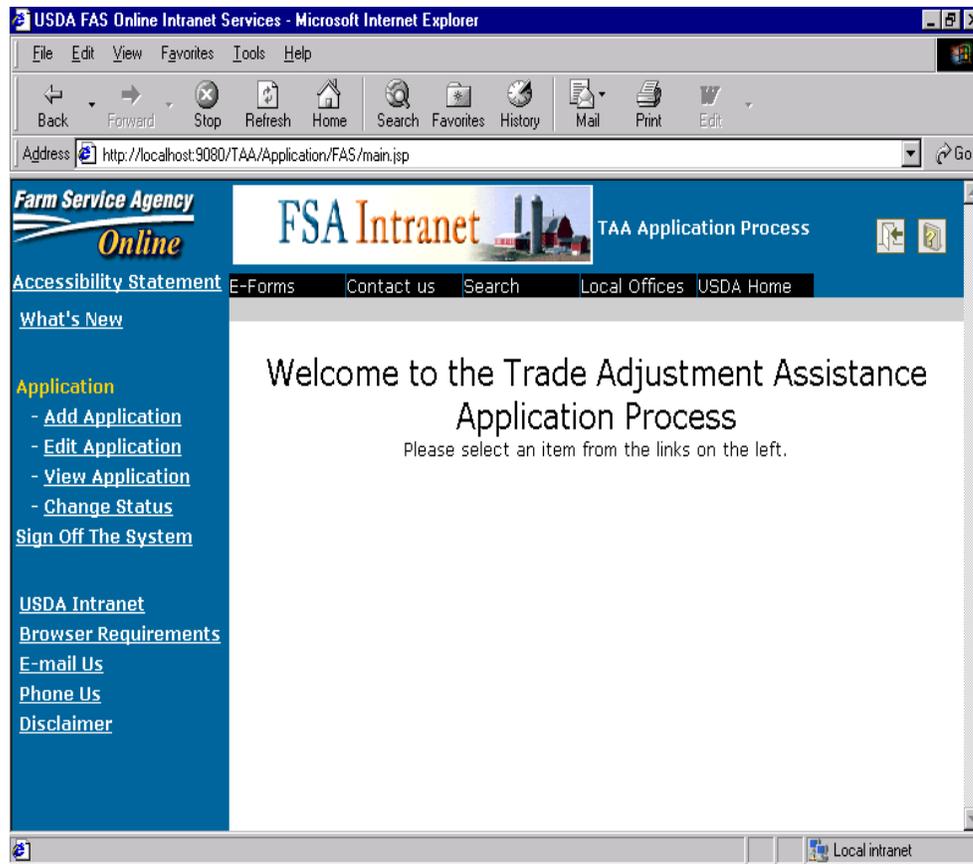
Notice SP-18

5 Accessing TAA Application Process Main Page

A TAA Main Page

Users shall access TAA functions from the **FSA Intranet Home Page**. Under the "Programs" heading, click on "Trade Adjustment Assistance". WebCAAF Authentication and Authorization Screen will be displayed for user to enter credentials. After successful access the TAA Main Page will be displayed.

This is an example of the TAA Main Page.



B Starting from the TAA Main Page

From the blue banner on the left-hand side of the TAA Main Page, to:

- **add** an application, click on "Add Application"; go to paragraph 7
- **edit** an application, click on "Edit Application"; go to paragraph 8
- **view** an application, click on "View Application"; go to paragraph 9
- **change** the status of an application, click on "Change Status"; go to paragraph 10.

Notice SP-18

6 Important Facts to Know Before Using TAA Software

A Service Center Information Management System (SCIMS)

TAA applicants not already on file in SCIMS **must** be recorded in SCIMS, see subparagraph 7 A, according to the applicable "ID Number", "ID Type", and "Entity Type".

Important: Individuals, joint ventures, general partnerships, corporations, etc., **must** be recorded in SCIMS properly to interface with new payment limitation and eligibility common routines that have been developed especially for TAA Web-based software applications. TAA payments must match up against counter-cyclical payments for accurate payment limitation monitoring.

B Separate TAA Applications

Separate TAA applications must be entered separately for applicants who apply for benefits under separate petitions. For example, an applicant is eligible to apply for both Georgia and South Carolina shrimp. Because shrimp TAA is approved under different petitions, different payment rates, and different quantity conversion factors, the applicant must file a separate application under each petition.

Petitions that are re-certified for subsequent crop years will be assigned new petition numbers. Producers applying under these petitions will complete a new FSA-229 that will be entered separately into the application software.

Notice SP-18

6 Important Facts to Know Before Using TAA Software (Continued)

C FSA-229 vs. Software

Not all questions or data fields on FSA-229 are shown in the "Add Application" software, and not all questions or data fields shown in the software are on FSA-229. For example, software does not include FSA-229 question 2, "Application Number" because software automatically assigns its own unique number to link the application to the selected petition.

D Cross Referencing

County Offices shall cross-reference FSA-229 to the software-assigned application number by attaching a printed copy of the software-generated application to FSA-229.

E TAA Software Data Fields and Drop Down Boxes

Data fields on software screens with:

- an asterisk "*" are normally required entries
- "Yes"/"No" defaulted to "No" require no action if "No" is acceptable
- drop-down boxes indicate that additional information is available.

Users can click on the drop-down box for States to select a State Code from the list. For a list of approved petitions, click on the drop-down arrow for the "Petition" field. After a petition is selected, details about that petition can be viewed by clicking on "Details".

Notice SP-18

6 Important Facts to Know Before Using TAA Software (Continued)

F About Recording Data

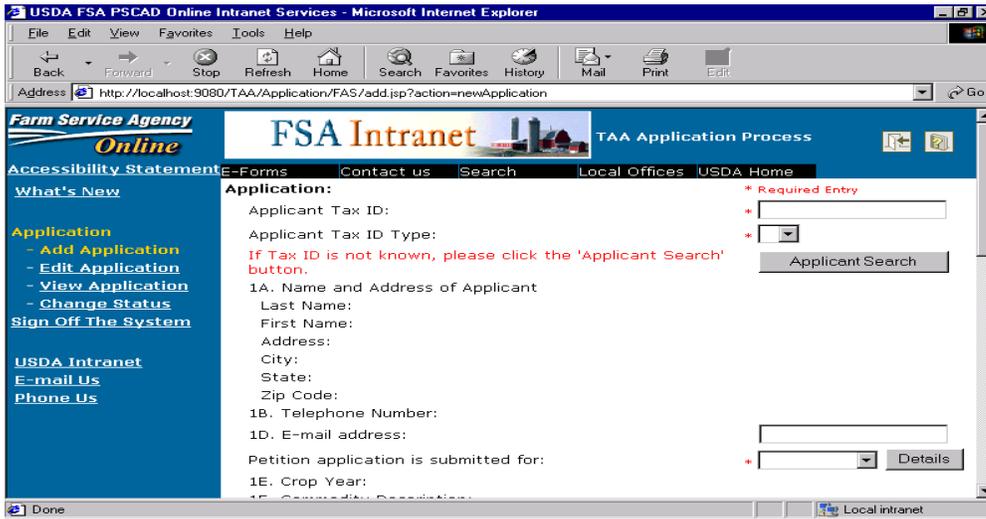
This table provides other key facts that users should know before recording application data and processing TAA software functions.

Recording Data	
Subject	Explanation
Data Field Entries	<p>A data field with:</p> <ul style="list-style-type: none"> • an asterisk (*) must be answered • no data "entry box" are auto-filled with data from the approved petition and cannot be changed by the user • a date answered "Yes", must have a date "entered" or the application cannot be approved for payment • a question defaulted to "N", but which also has a "date field", should have the "date field" left blank if the "N" default is acceptable; subsequent data display screens will display N/A or "Not-Applicable".
Correct Dates for Sequencing Payments	<p>Correct entry of "date" applicant signed FSA-229 is critical to sequencing payment computations. TAA payments shall be processed according to the sequence applications are entered. This can occur when an applicant files applications under more than 1 petition in 1 fiscal year.</p>
Multiple Applications	<p>An applicant:</p> <ul style="list-style-type: none"> • shall file only 1 application per petition • who files multiple applications, under different petitions: <ul style="list-style-type: none"> • shall have applications entered in the sequence received • that are signed the same date, shall have applications entered in the sequence received. <p>TAA Payment Process software will calculate payments in the order applications are entered. The order of entry could affect an applicant's payment.</p>
Question Answers	<p>"Add Application" Data Entry Page questions 7B through 7E must be answered, and a "date" must be entered to enable application approval and payment.</p>
"Clear" Data	<p>To "clear" data entries, press the "Clear" button. All data fields on the page will be cleared. Any unsaved data will be lost.</p>
"Save" Data	<p>To "save" data entered on the "Add Application" Data Entry Page to the TAA data base, press the "Submit Application" button (see paragraph 7).</p>
"Cancel"	<p>To "cancel" application processing, press the "Cancel" button. The user will be returned to the TAA Main Page (see paragraph 5). Any unsaved data will be lost.</p>

7 Using the Add Application Function

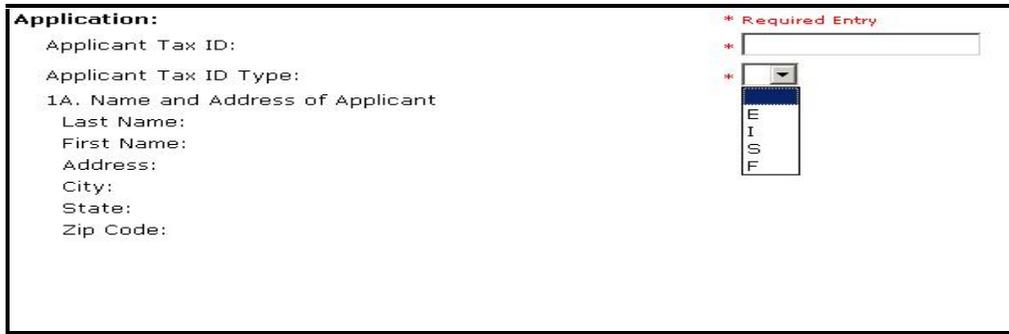
A Adding Applications

After the user clicks on "Add Application" according to paragraph 5, a TAA Data Entry Page is displayed. Users shall make entries on this screen, moving down through the data fields using a scroll bar on the right. This paragraph explains how to complete those data entries and other "related" actions. The following view shows the top of Data Entry Page.



On the Data Entry Page, according to entries already made in SCIMS, the user shall first:

- enter applicant tax ID
- select applicant tax ID type from the drop down box, as shown in the following example.



TAA software queries the SCIMS data base and uses retrieved data to populate the following fields:

- Name and Address of Applicant
- City, State, and ZIP Code
- Telephone Number.

If there is no applicant match in SCIMS, users **must** go back and record entries in SCIMS according to subparagraph 6 A before continuing with the "Add Application" process.

Notice SP-18

7 Using the Add Application Function (Continued)

A Adding Applications (Continued)

When:

- users desire to search the SCIMS data base using the "Applicant Search" function on the Data Entry Page, follow instructions in subparagraph B
- SCIMS populates all applicant information correctly on the Data Entry Page, user shall continue the "Add Application" function according to instructions in subparagraph C.

B Searching SCIMS Using Applicant Search

Follow instructions in 1-CM to search the SCIMS data base for an applicant.

For example, if a TAA applicant's "Tax ID" and "Tax ID Type" are unknown, or if the applicant is a Native American and falls under the Bureau of Indian Affairs requirements, click the "**Applicant Search**" button on the Data Entry Page (see subparagraph A) to display the SCIMS Customer Search Page. Five views of the SCIMS search page, shown successively as the user scrolls-down through the screen, are shown below.

This example shows the **top** view of the SCIMS Customer Search Page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SCIMS Customer Search Page. The browser's address bar shows the URL: `http://localhost:9080/TAA/Application/FAS/ScimsSearchProducers.jsp`. The page header includes the "Farm Service Agency Online" logo and "FSA Intranet" branding. The main content area is titled "USDA Service Center Information Management System Customer Search Page". It features a search form with the following fields and options:

- Location State:
- Service Center:
- National Search:
- Service Center Details:
- Type: Individual Business Both
- Active: Active Active and Inactive
- Name: Starts With Exact Match
- Last or Business:
- First:
- Tax ID:
- Other:
- Common Name:

The browser's status bar at the bottom shows "Done" and "Unknown Zone (Mixed)".

Notice SP-18

7 Using the Add Application Function (Continued)

B Searching SCIMS Using Applicant Search (Continued)

This example shows a **center** view of the SCIMS Customer Search Page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SCIMS Customer Search Page. The address bar shows the URL: `http://localhost:9080/TAA/Application/FAS/ScimsSearchProducers.jsp`. The page header includes the Farm Service Agency Online logo and the FSA Intranet title. The search form is titled "TAA Application Process" and includes the following fields and options:

- Location State:
- Service Center:
- National Search:
- Service Center Details button
- Type: Individual, Business, Both
- Active: Active, Active and Inactive
- Tax ID: ID Type:
- Whole ID:
- Name: Starts With, Exact Match
- Last or Business:
- First:
- Other: Common Name: Zip Code: Phone No:
- Search and Reset buttons

This example shows a 2nd **center** view of the SCIMS Customer Search Page displaying the "ID type" drop down box.

The screenshot shows the same SCIMS Customer Search Page as the previous image, but with the "ID Type" drop down menu open. The menu options are:

- Select One
- Unknown
- Social Security
- Employer ID
- IRS Assigned
- Federal Agency

Notice SP-18

7 Using the Add Application Function (Continued)

B Searching SCIMS Using Applicant Search (Continued)

This example shows a **top** view of the SCIMS Customer Search Page.

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
LEROY DOMAGALA	504621536	Social Security	RR 3 BOX 73	ADRIAN, MN 56110-9532	(816)123-3466	IOWA	JASPER
			RR 3 BOX 73	ADRIAN, MN 56110-9532		SOUTH DAKOTA	HAMLIN

This example shows the **bottom** view of the SCIMS Customer Search Page.

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
LEROY DOMAGALA	504621536	Social Security	RR 3 BOX 73	ADRIAN, MN 56110-9532	(816)123-3466	IOWA	JASPER
			RR 3 BOX 73	ADRIAN, MN 56110-9532		SOUTH DAKOTA	HAMLIN

Page 1 of 1

[Search Again](#) [End](#)

Notice SP-18

7 Using the Add Application Function (Continued)

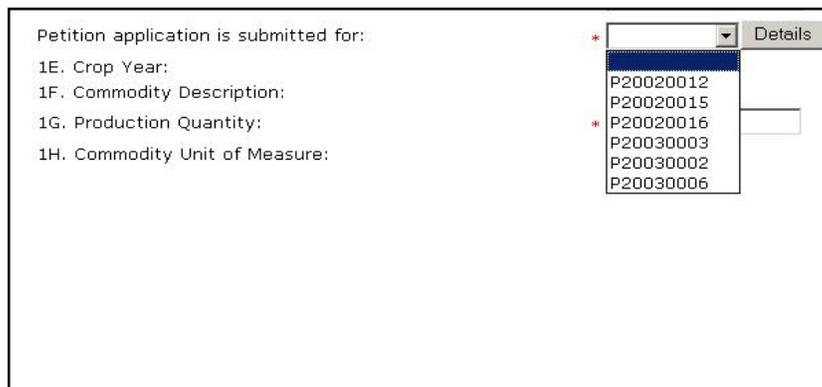
C Displaying and Selecting a Petition by Petition Number

To select the correct TAA petition for which the "Add Application" function is to be used, users shall first click on the down arrow in the window that is located on the Data Entry Page to the right of the wording "Petition application is submitted for:", and just left of the petition "Details" button. Clicking on this down arrow will display a drop-down box that lists petition numbers as shown in the example below.

Clicking on the "Details" button allows users to see the details of a petition and thereby aid users in selecting a petition.

After the desired petition has been selected, go to subparagraph E.

This is an example of a TAA "petition number" drop-down box.



The screenshot shows a web form with the following fields and a dropdown menu:

- Petition application is submitted for: *
- 1E. Crop Year:
- 1F. Commodity Description:
- 1G. Production Quantity:
- 1H. Commodity Unit of Measure:

The dropdown menu is open, showing the following petition numbers:

- P20020012
- P20020015
- * P20020016
- P20030003
- P20030002
- P20030006

To the right of the dropdown menu is a button labeled "Details".

- Petition numbers assigned to commodities approved by State or Region are available at www.gov/itp/taa/registry.htm.

Notice SP-18

7 Using the Add Application Function (Continued)

D Displaying Petition Details

The TAA "Add Application" function allows users to view petition details by clicking on the "Details" button on the Data Entry Page after a petition has been selected according to subparagraph C. Examples of the Petition Details Screen (shown as the user scrolls-down through the screen) are in the following 4 views.

This example shows the **top** view of the Petition Details Screen.



USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer

TAA Petition Details

Permenant Petition Number: P20030006
Status: Approved

Contact Information:

Representative/Primary Contact Last Name:	Backlund
Representative/Primary Contact First Name:	Roger
Representative/Primary Contact Title:	Owner
Date Representative Submitted (mm/dd/yy):	01/05/2004
Association Name:	
Association Address:	
Association City:	
Association State:	
Association Zip Code:	
Telephone Number:	434-494-3399
Fax Number:	434-595-3399
E-mail address:	

Producers in the group filing this petition:

Producer Name	Producer Address	Producer Phone	Producer E-mail
Jones , Mike	1289 Main St Springfield , AK 22288	292-222-1929	test@test.com
	1300 Broad St		

Notice SP-18

7 Using the Add Application Function (Continued)

D Displaying Petition Details (Continued)

This example shows a **center** view of the Petition Details Screen.

The screenshot displays a web browser window with the title "USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer". The main content area shows a table with three rows of contact information:

Jones , Mike	1205 Main St Springfield , AK 22288	292-222-1929	test@test.com
Smith , Robert	1300 Broad St. Springfield , AK 22288	292-222-1929	smith@test.com
Robertson , Amanda	1289 400 Rd Springfield , AK 22288	292-222-1929	rober@test.com

Below the table is the **Commodity Information:**

Commodity Description:	Alaskan Salmon
Commodity HTS Number:	3342.11.4332
Commodity Unit of Measure:	Tons
Is this an Alaska Salmon Petition?	Yes
Commodity Payment Code:	3344
Beginning of Marketing Year (mm/yy):	01 / 2003
End of Marketing Year (mm/yy):	02 / 2003
Certification covers a commodity produced: Nationally	
Most recent marketing year:	2003
Most Recent Average Annual Price:	1.42

Below the commodity information is a table for the **5 Year Average Annual Price**:

2002	2001	2000	1999	1998
1.0	1.1	1.2	1.1	1.3

This example shows a 2nd **center** view of the Petition Details Screen.

The screenshot displays a web browser window with the title "USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer". The main content area shows a table with five columns of price data:

2002	2001	2000	1999	1998
1.0	1.1	1.2	1.1	1.3

Below the table is the **Threshold:**

Threshold:	0.8
------------	-----

Below the threshold is the **Basis for request for adjustment assistance:**

This is the basis for this petition

Below the text box is the **Link to Additional Basis Information:**

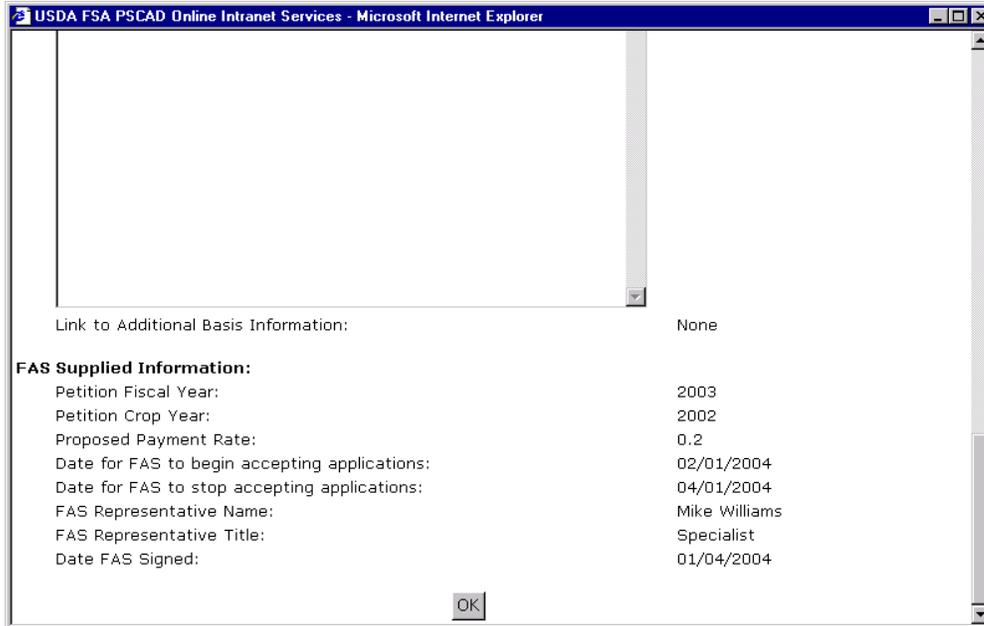
Link to Additional Basis Information:	None
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Notice SP-18

7 Using the Add Application Function (Continued)

D Displaying Petition Details (Continued)

This example shows the **bottom** view of the Petition Details Screen.



After viewing the petition details, the user shall:

- click the "OK" button at the bottom of the screen to select this petition; go to subparagraph E
- return to petition number selection to select another petition number and view details; return to subparagraph C.

Notice SP-18

7 Using the Add Application Function (Continued)

E Crop Year, Commodity, Production, and State and County Codes

After the petition has been selected according to subparagraph C or D, users shall:

- make applicable entries on the Data Entry Page in these data fields:
 - "1G. Production Quantity:"
 - "1H. Commodity Unit of Measure:"

This view of the Data Entry Page shows the crop year, commodity, and production questions.

The screenshot shows a web browser window titled "USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer". The address bar shows "http://localhost:9090/TAA/Application/FAS/add.jsp?action=newApplication". The main content area displays a form with the following fields and questions:

- 1E. Crop Year: [text input]
- 1F. Commodity Description: [text input]
- 1G. Production Quantity: [text input]
- 1H. Commodity Unit of Measure: [text input]
- 3. State Code: [drop-down menu]
- 4. County Code: [drop-down menu]
- 6B. Is applicant a ship Captain/Skipper? [radio buttons: Yes, No]
- 6C. Date Applicant Signed FSA-229 (mm/dd/yy): [date input]
- COC Determination:**
- 7A. If this application is for a ship Captain/Skipper, has the FSA-229-A been received? [radio buttons: Yes, No]
- Date Documentation Received: [date input]
- 7B. Has the producer provided verifiable documentation of production of the commodity identified in Item 1F and the production in Items 1G and 1H? [radio buttons: Yes, No]
- Date Documentation Received: [date input]
- 7C. Has the producer provided supporting documentation verifying that the net farm or net fish income declared from [text input]

- select the applicable State and County Codes using the down arrows (to activate State and County Code drop-down boxes) located to the right of:
 - "3. State Code:"
 - "4. County Code".

See the example of drop-down boxes on the next page.

Notice SP-18

7 Using the Add Application Function (Continued)

E Crop Year, Commodity, Production, and State and County Codes (Continued)

This view of the Data Entry Page shows the State and County Code drop-down boxes.

3. State Code:	* 01
4. County Code:	*
6B. Is applicant a ship Captain/Skipper?	* <input checked="" type="radio"/> No
6C. Date Producer Signed FSA-229 (mm/dd/yy):	* 001 / <input type="text"/>
	003 / <input type="text"/>
	005
	007
	009
COC Determination:	
7A. If this application is for a ship Captain/Skipper, has the FSA-229-A been received?	* <input checked="" type="radio"/> No
Date Documentation Received:	013 / <input type="text"/>
	015 / <input type="text"/>
	017
7B. Has the producer provided verifiable documentation of production of the commodity identified in Item 1F and the production in Items 1G and 1H?	* <input type="radio"/> Yes <input checked="" type="radio"/> No
	019

Until FSA-229-A is available and applicable to applicants, users shall not answer "yes" and must leave the "no" default for question 6B, "Is applicant a ship Captain/Skipper?".

Notice SP-18

7 Using the Add Application Function (Continued)

F COC Determination Section of Data Entry Page

Users shall make applicable entries for questions 7A through 7E by:

- selecting the applicable "Yes" or "No" radio button
- making applicable entries in the "Date Documentation Received:" fields.

This view of the Data Entry Page shows the COC Determination section and the "Submit Application", "Cancel Application", and "Clear Page" buttons.

USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <http://localhost:9080/TAA/Application/FAS/add.jsp?action=newApplication> Go

7B. Has the producer provided verifiable documentation of production of the commodity identified in Item 1F and the production in Items 1G and 1H? * Yes No
Date Documentation Received: / /

7C. Has the producer provided supporting documentation verifying that the net farm or net fish income declined from the latest year in which no adjustment assistance payment was received? * Yes No
Date Documentation Received: / /

7D. Has the producer provided supporting documentation that the Adjusted Gross Income is in accordance with regulations in 7CFG Parts 1400-G and 1580.301? * Yes No
Date Documentation Received: / /

7E. Has the producer provided proof that technical assistance from the Extension Service (CSREES) has been received? * Yes No
Date Documentation Received: / /

Does applicant refuse CASH payment on all applications filed by Applicant this Fiscal Year? * Yes No

Submit Application Cancel Application Clear Page

Done Local intranet

Note: Until further notice users shall not answer "yes" and must leave the "no" default for question 7A, "If this application is for a ship Captain/Skipper, has the FSA-229-A Been received?"

Notice SP-18

7 Using the Add Application Function (Continued)

F COC Determination Section of the Data Entry Page (Continued)

After **all** applicable entries have been made on the Data Entry Page, users shall press the:

- "**Submit Application**" button to store entered TAA application data
- "**Cancel Application**" button to cancel and exit from "Add Application"
- "**Clear Page**" button to clear entered data so that new entries can be made.

After users click on "Submit Application" and stores FSA-229 data to the data base, the "Add Application" function **automatically** displays an Add Application Confirmation Page that allows users to confirm data entries. Go to subparagraph G.

7 Using the Add Application Function (Continued)

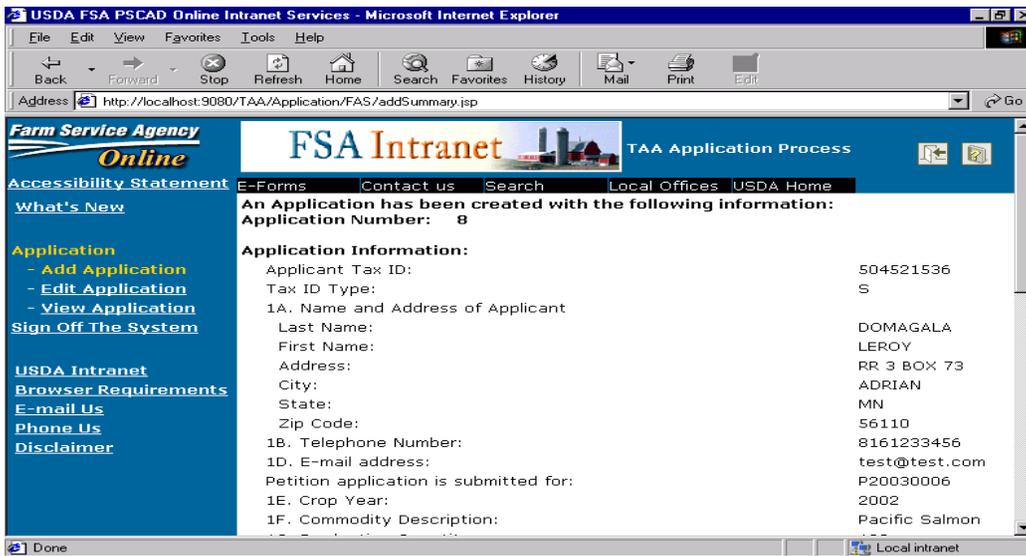
G Confirming Entries in the Add Application Function

The "Add Application" function allows user to confirm entries. After:

- all entries have been made on the Data Entry Page, data can be confirmed on an Add Application Confirmation Page where the entire application can be:
 - reviewed for verification on-line
 - printed for hard copy review
- viewing or printing an application, click the "OK" button to end viewing
- applications are submitted, data can be edited using the "Edit Application" function.

Examples of the Add Application Confirmation Page (shown as the user scrolls-down through the page) are in the following 3 views.

This example shows the **top** view of the Add Application Confirmation Page.

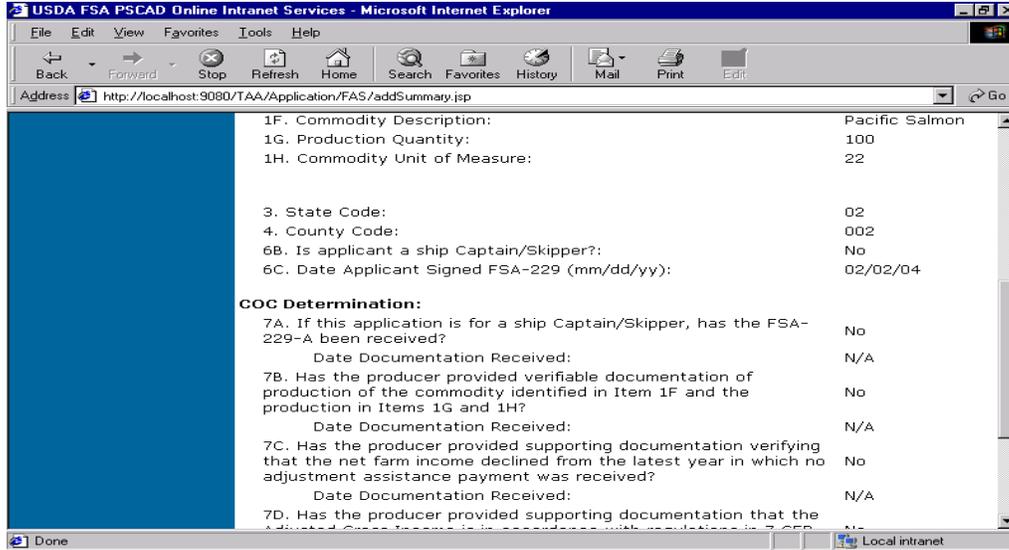


Notice SP-18

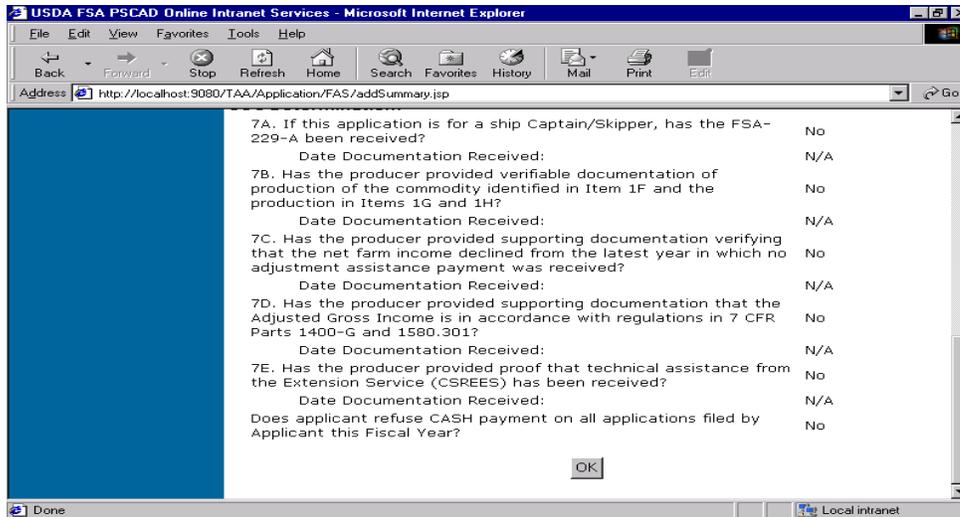
7 Using the Add Application Function (Continued)

G Confirming Entries in the Add Application Function (Continued)

This example shows the **center** view of the Add Application Confirmation Page.



This example shows the **bottom** view of the Add Application Confirmation Page.



8 Using the Edit Application Function

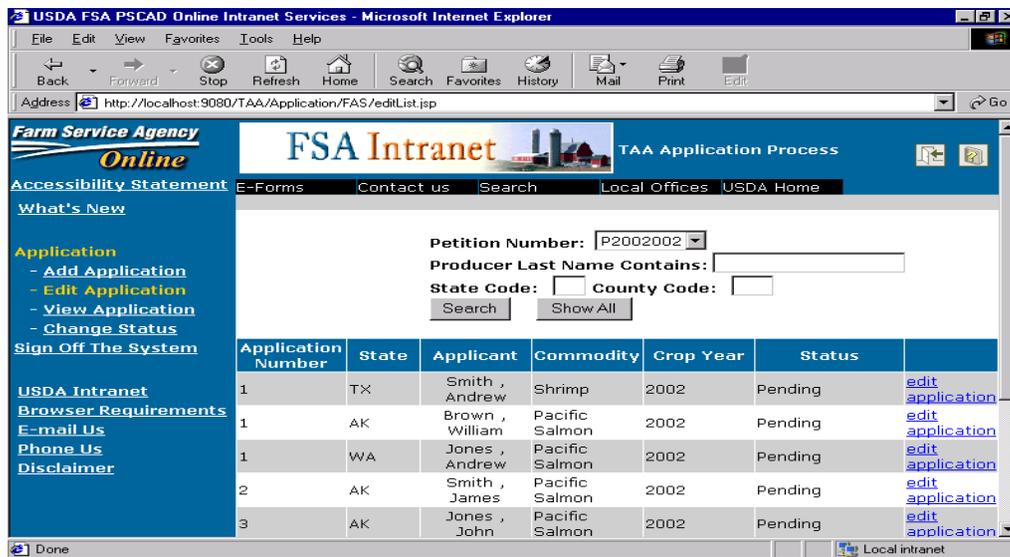
A Selecting and Editing TAA Applications

After selecting **"Edit Application"** according to paragraph 5, users can edit an application. This paragraph explains the edit process.

After "Edit Application" has been selected, an Application List Page will be displayed showing all applications by:

- application number
- State
- applicant
- commodity
- crop year
- application status.

This is an example of the Application List Page.



From the Application List Page users can:

- select an application from the list by clicking on the **"edit application"** option
- narrow the data base search for an application by:
 - using the "Petition Number" drop-down box to select the desired petition
 - typing applicable information in the free-form text boxes for:
 - "Producer Last Name Contains"
 - "State Code"
 - "County Code".

Notice SP-18

8 Using the Edit Application Function (Continued)

A Selecting and Editing TAA Applications (Continued)

Important: When, after an application has been added or additional data is to be entered into the data base, it is determined the selected petition number is incorrect, the "Edit Application" function shall be used to select a new petition. This process triggers automatic actions according to this paragraph.

When the "edit application" option on the Application List page is selected:

- an Edit Application Page will be displayed, see page views in subparagraph B
- users can change application data, except for auto-filled fields and applicant name and address information from SCIMS.

If there is a change to the petition number the edit process will automatically:

- replace the "old" application with a "new" application with a new number
- change the "Status" of the "old" application to "Disapproved"
- cross-reference the "old" application to the "new" application
- auto-fill data from the "old" application in the "new" application.

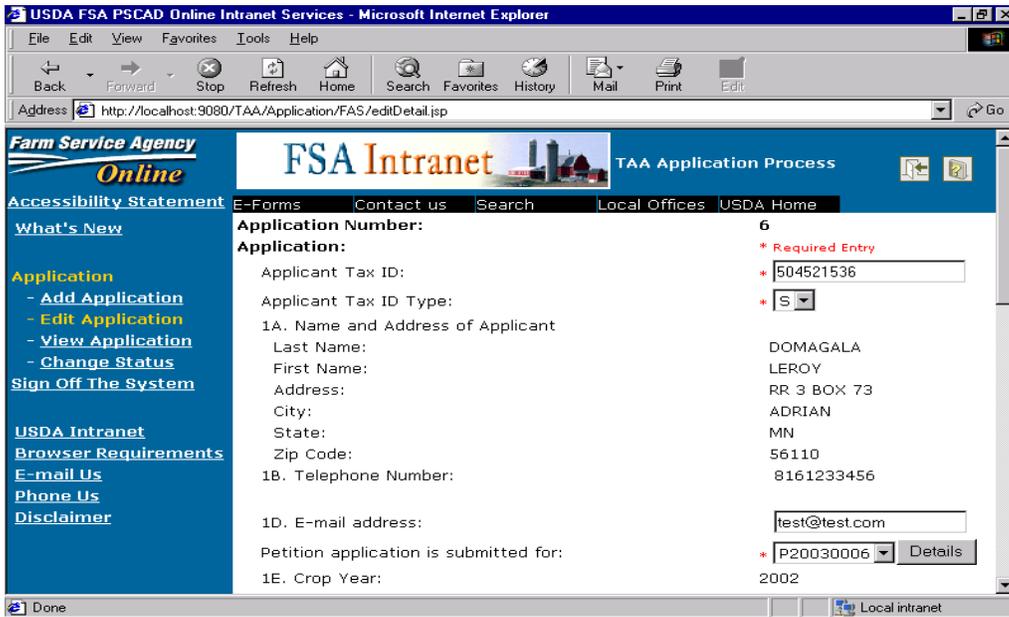
To save all edited changes to the data base, users shall click the "Save Changes" button at the bottom of the Edit Application Page, see subparagraph B.

8 Using the Edit Application Function (Continued)

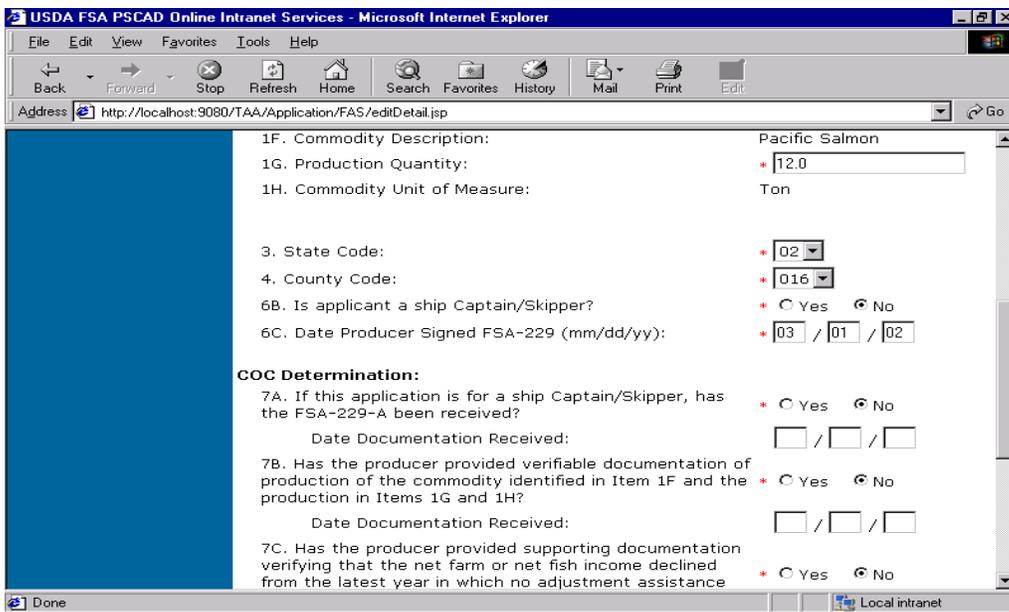
B Examples of the Edit Application Page

This subparagraph provides 3 successive views, as the user scrolls down through the page, of the Edit Application Page.

This example shows the **top** view of the Edit Application Page.



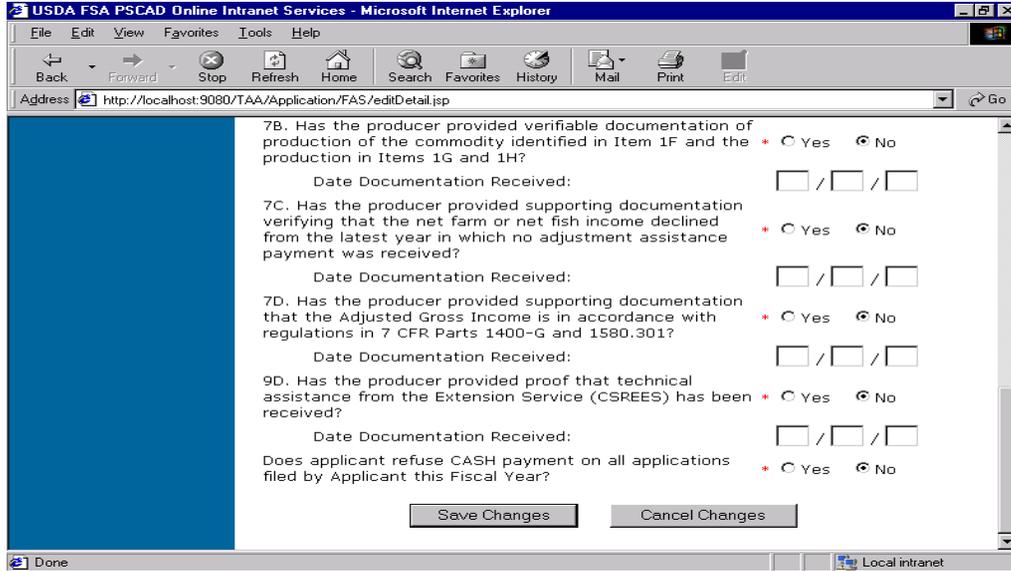
This example shows the **center** view of the Edit Application Page.



8 Using the Edit Application Function

B Examples of the Edit Application Page (Continued)

This example shows the **bottom** view of the Edit Application Page.



After users click the "Save Changes" button on the Edit Application Page, edits are stored in the data base, and the "Edit Application" function **automatically** displays an Edit Confirmation Page that allows users to confirm edit entries. Go to subparagraph C.

C Confirming Edits in the Edit Application Function

The "Edit Application" function's Edit Application Confirmation Page displays all application data, and users:

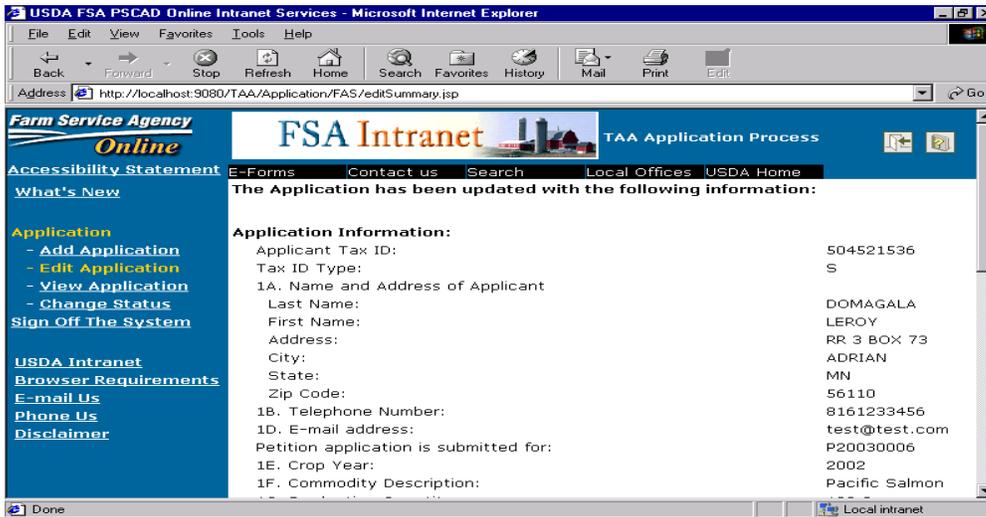
- receive the message, "The Application has been updated with the following information:"
- can view all application data by scrolling up or down, using the scroll bar at page right
- shall click the "OK" button at the bottom of the page to save the "edited" application.

8 Using the Edit Application Function (Continued)

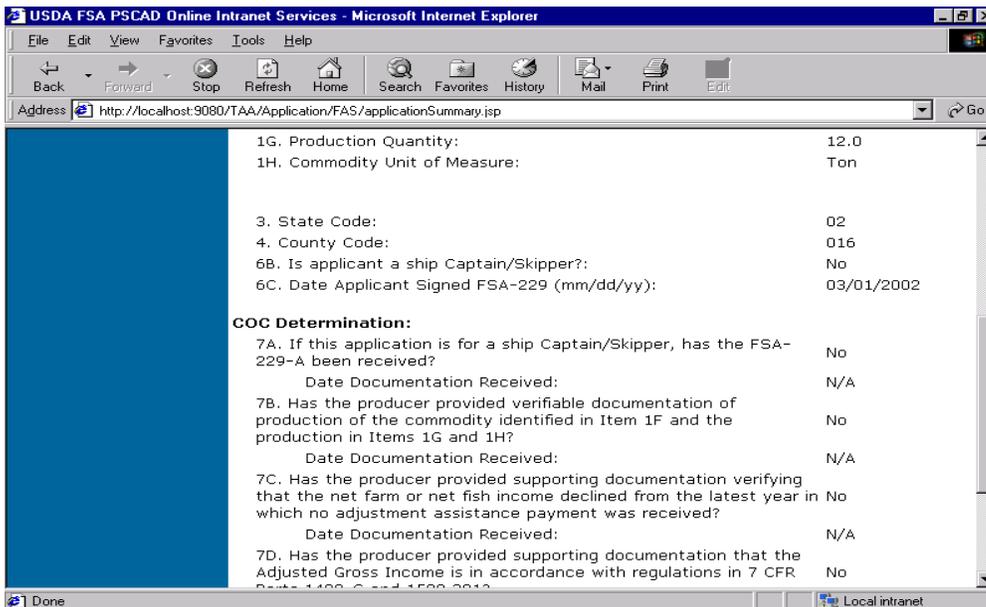
D Examples of the Edit Application Confirmation Page

This subparagraph provides 3 successive views (as the user scrolls down through the page) of the Edit Application Confirmation Page.

This example shows the **top** view of the Edit Application Confirmation Page.



This example shows the **center** view of the Edit Application Confirmation Page.

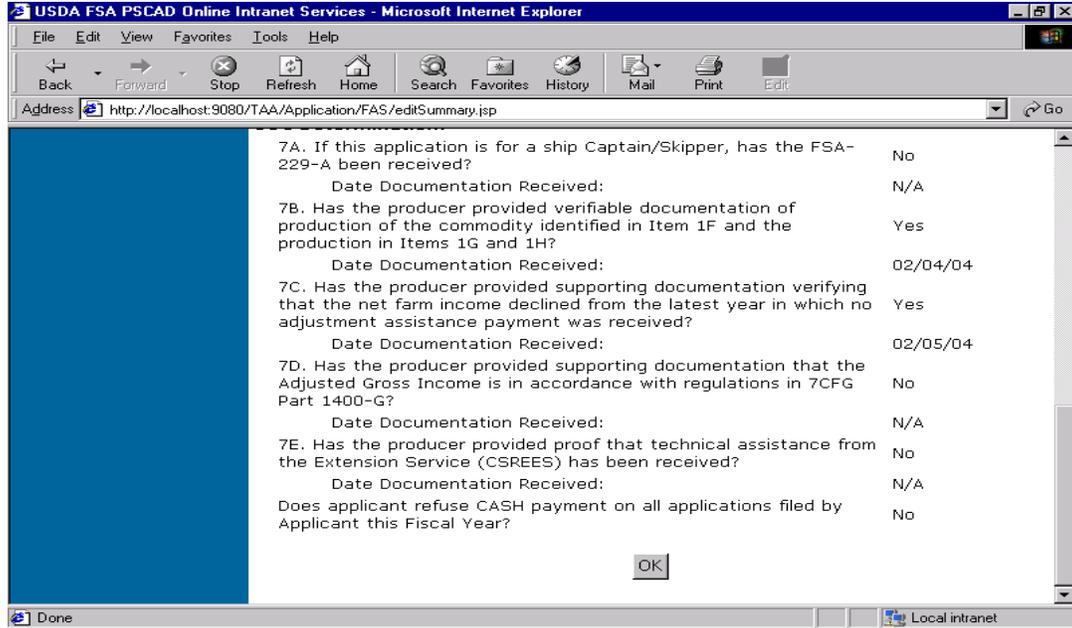


Notice SP-18

8 Using the Edit Application Function (Continued)

D Examples of the Edit Application Confirmation Page (Continued)

This example shows the **bottom** view of the Edit Application Confirmation Page.



9 Using the View Application Function

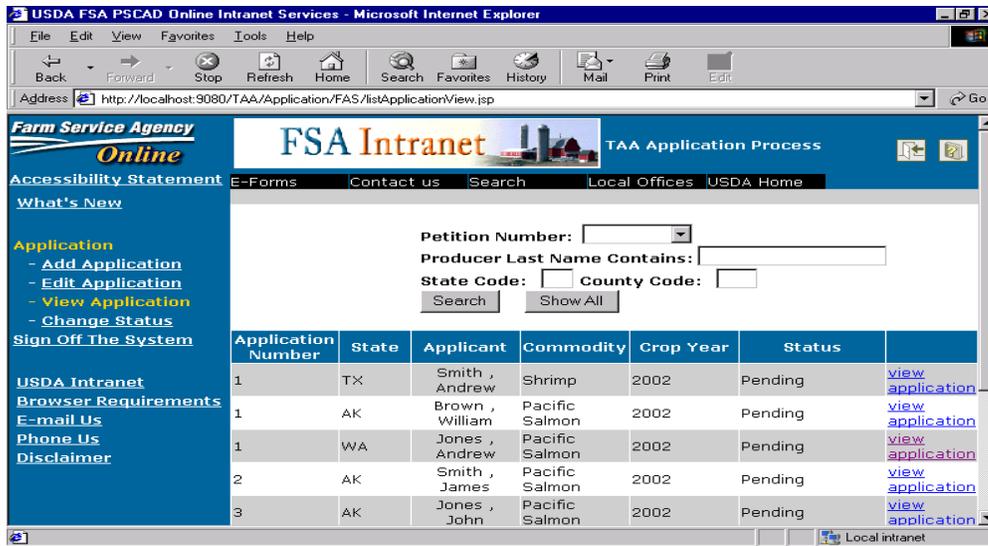
A Viewing Applications

After selecting "View Application" according to paragraph 5, users can view an application. This paragraph explains the view process. The view function provides a list of all applications in the data base.

After "View Application" has been selected, an Application List Page will be displayed showing all applications by:

- application number
- State
- applicant
- commodity
- crop year
- application status.

This is an example of the View Application List Page.



From the View Application List Page users can:

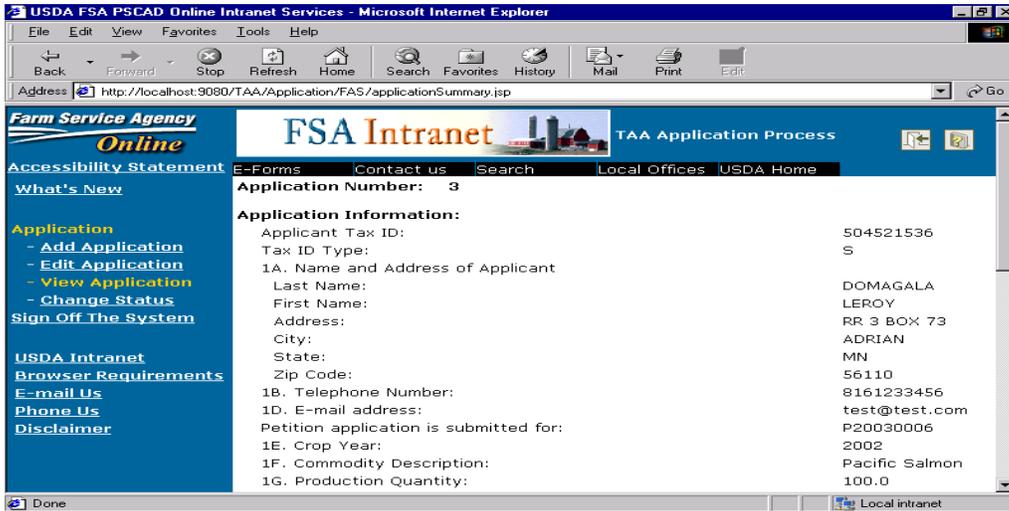
- scroll through all applications on file using the scroll bar at page right
- click on "view application" to display an application on the View Application Page
- narrow the data base search for an application to view by:
 - using the "Petition Number" drop-down box to select the desired petition
 - typing applicable information in the free-form text boxes for:
 - "Producer Last Name Contains"
 - "State Code"
 - "County Code".

9 Using the View Application Function (Continued)

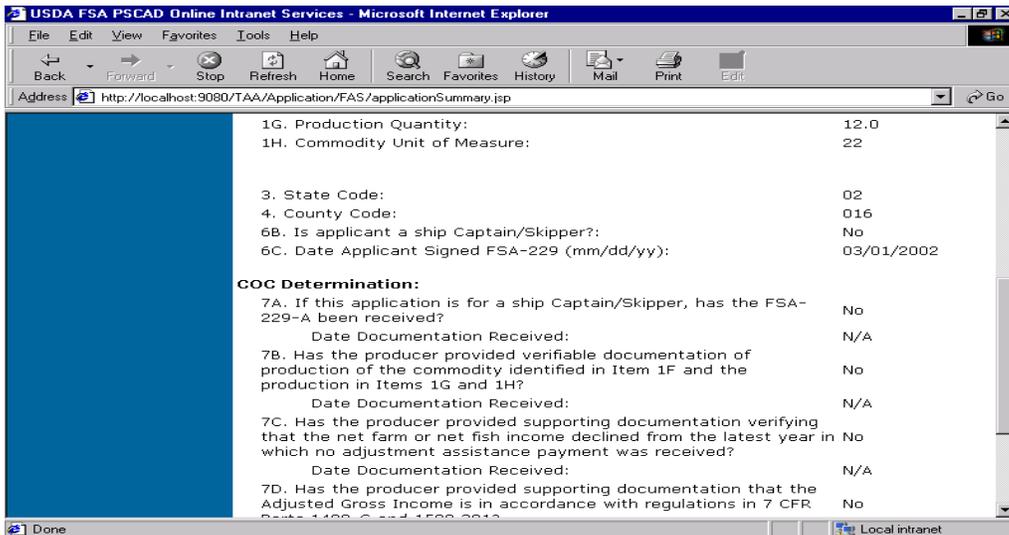
B Examples of the View Application Page

This subparagraph provides 3 successive views, as the user scrolls down through the page, of the View Application Page.

This example shows the **top** view of the View Application Page.



This example shows the **center** view of the View Application Page.

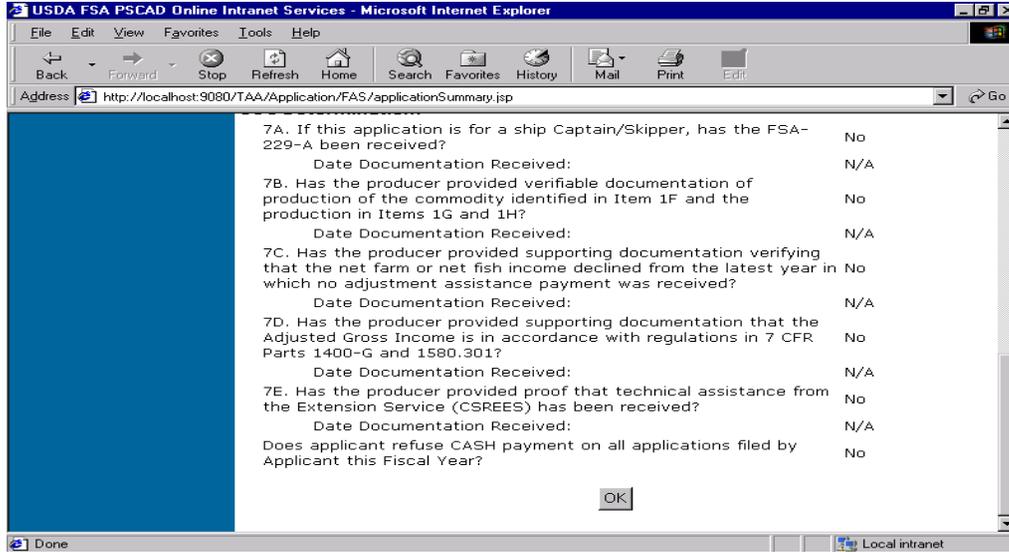


Notice SP-18

9 Using the View Application Function

B Examples of the View Application Page (Continued)

This example shows the **bottom** view of the View Application Page.



To end viewing click on the "OK" button on the bottom of the View Application Page.

10 Using the Change Status Application

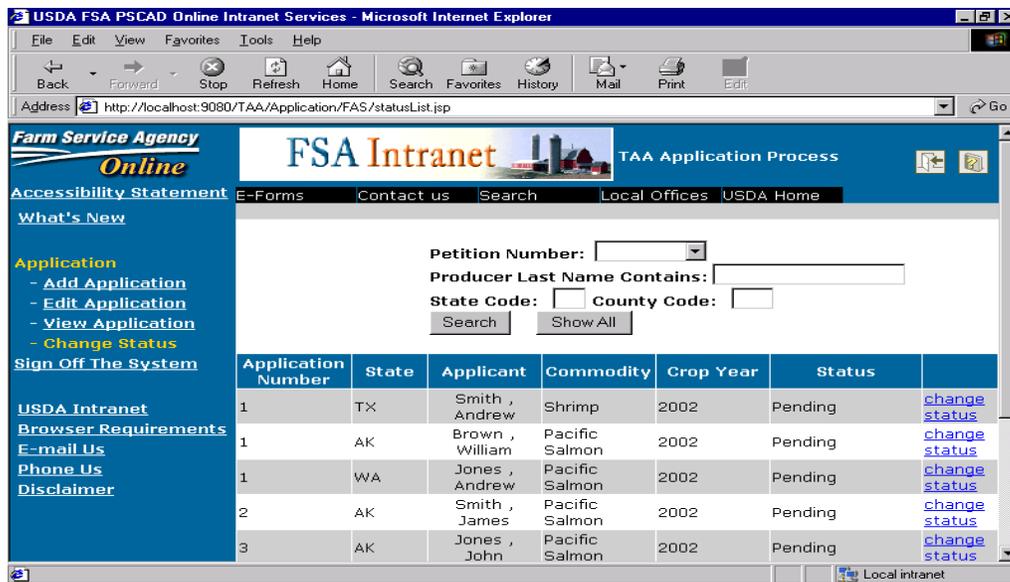
A Changing an Application's Status

After selecting "**Change Status**" according to paragraph 5, users can change the status of an application. This paragraph explains the change status process. The change status function provides a list of all application in the data base.

After "Change Status" has been selected, an Application Change Status List Page will be displayed showing all applications by:

- application number
- State
- applicant
- commodity
- crop year
- application status.

This is an example of the Application Change Status List Page.



From the Application Change Status List Page users can:

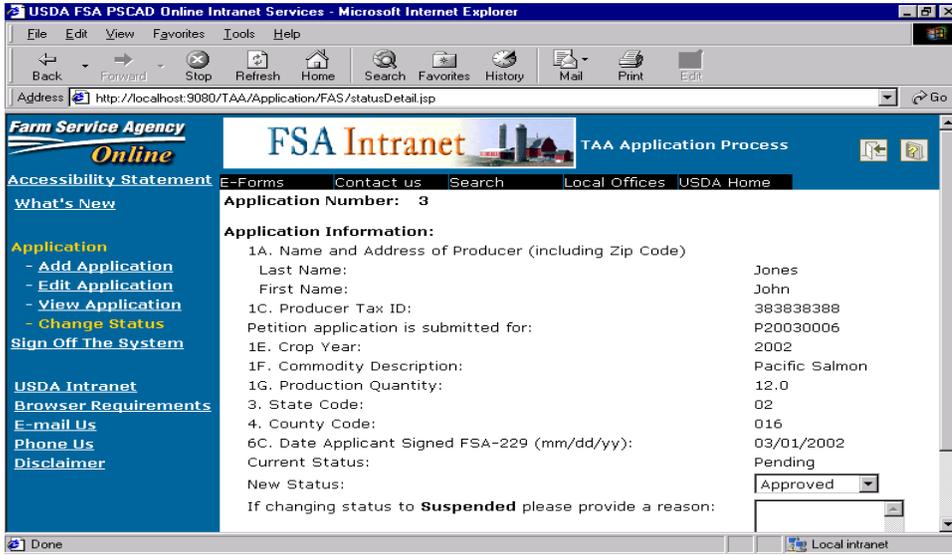
- scroll through all applications on file using the scroll bar at page right
- click on "**change status**" for the desired application
- narrow the data base search for an application to change status for by:
 - using the "Petition Number" drop-down box to select the desired petition
 - typing applicable information in the free-form text boxes for:
 - "Producer Last Name Contains"
 - "State Code"
 - "County Code".

10 Using the Change Status Application (Continued)

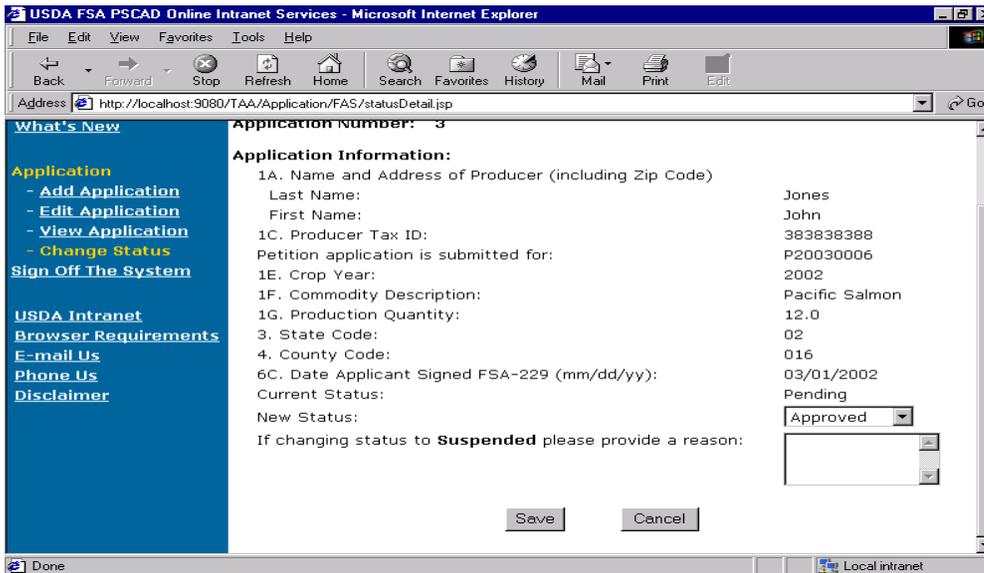
B Examples of the Change Status Page

This subparagraph provides 2 successive views, as the user scrolls down through the page, of the Application Change Status Page.

This example shows the **top** view of the Application Change Status Page.



This example shows the **bottom** view of the Application Change Status Page.



After allowable status changes, see subparagraph C, users shall click the "Save" button to save changes. After status changes have been saved a Status Confirmation Page is displayed. Go to subparagraph D.

10 Using the Change Status Application (Continued)

C Change Status Capabilities

The change status function allows users to change the status of an application (FSA-229) to either allow further processing for payment, perform editing, or place it in a status that will not allow payment.

Users can change an application's status from:

- "Pending" to "Approved"; this action allows the payment process to proceed when activated by FAS
- "Pending" to "Disapproved"; this action disables the editing and payment processes
- "Disapproved" to "Approved"; this action could result from an appealed disapproval that was later granted approval status for payment
- "Pending" to "Suspended"; this action could result from program violations where further actions may be needed before the payment process is allowed
- "Suspended" to "Approved"; this action shall be used as warranted.

A "status" **cannot** be changed to "Approved" unless all questions:

- are answered "Yes" or "No"
- answered "Yes" have the date field completed.

Notice SP-18

10 Using the Change Status Application (Continued)

D Change Status Confirmation Page

This is an example of the Change Status Confirmation Page. To "confirm" user shall click the "OK" button.

