

For: State and County Offices

**Processing FY 2005 Trade Adjustment Assistance (TAA) Payments  
and Application Software Enhancements**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

County Office action is required to process payments for approved FY 2005 TAA applications.

CCC has received funds from FAS to provide payments for these approved applications and the National Payment Service (NPS) has been configured for TAA payments.

TAA payments follow a **four-step process** that includes:

- releasing approved payments to NPS using the TAA application software
- providing e-Funds Control allocations
- final payment processing by certifying and signing officials in NPS
- disbursing payments by NPS through Kansas City.

**B Purpose**

This notice provides:

- information about important **new** TAA application software referral, approval, and payment enhancements
- authorization and instructions for releasing approved FY 2005 TAA payments under revised TAA application software
- information about e-Funds Control allocations
- limited instructions for providing TAA payment through NPS.

**Note:** See Notices FI-2692 and FI-2697 for detailed instructions for NPS.

<b>Disposal Date</b>  July 1, 2006	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## 2 Enhancements to TAA Application Software

### A TAA Application Software Enhancements

The TAA application software has been revised to provide the following.

- A **new** application status of “**Refer to FAS**” shall be selected for applications that FSA cannot approve. Applications for which this status is selected will be reviewed by FAS for disapproval. With new software detailed in this notice **only**, FAS can change the application status in the software to “**Disapproved**”.

Using the status “Pending” shall be reserved for applications that are not yet complete.

**Note:** For some FY 2004 applications, the “Pending” status was used for applications not approved by FSA.

After a completed application and all documentation has been received, the status shall be changed from “Pending” to either “Approved” or “Refer to FAS”.

- Access by FAS to revise the status of applications from “Refer to FAS” to the status of “Disapproved”. FSA State and County Offices are **not** authorized to disapprove any TAA applications. All **disapprovals** of applications are now made only by FAS.
- Automatic generation of a revised disapproval letter. When FAS changes the status of an application from “Refer to FAS” to “Disapproved”, the software will generate the disapproval letter to be sent to the applicant and will include the reasons for the disapproval.
- Improved ability to generate reports of applications. Under “TAA Modules”, click:
  - “TAA Application”
  - “Reports”.

**3 Authorization to Release TAA Payments**

**A Authorization to Release FY 2005 TAA Payments**

Using software detailed in this notice, County Offices are directed and **authorized** to process all payments approved under the FY 2005 petitions.

NPS shall be used to process all TAA payments from FY 2005 appropriations. This includes applications approved under the **new** and **recertified** petitions announced since October 2004. See 1-SP, Exhibit 6 for petitions by FY.

**Note:** Any payments to be made under the FY 2004 petitions, including any payments that may result from appeals under those petitions, shall be made using the “interim-process” payment software **and not NPS**. To process FY 2004 payments, County Offices **must** call the National Help Desk at 1-800-255-2434 for instructions.

**B Releasing Payments Under TAA Application Software**

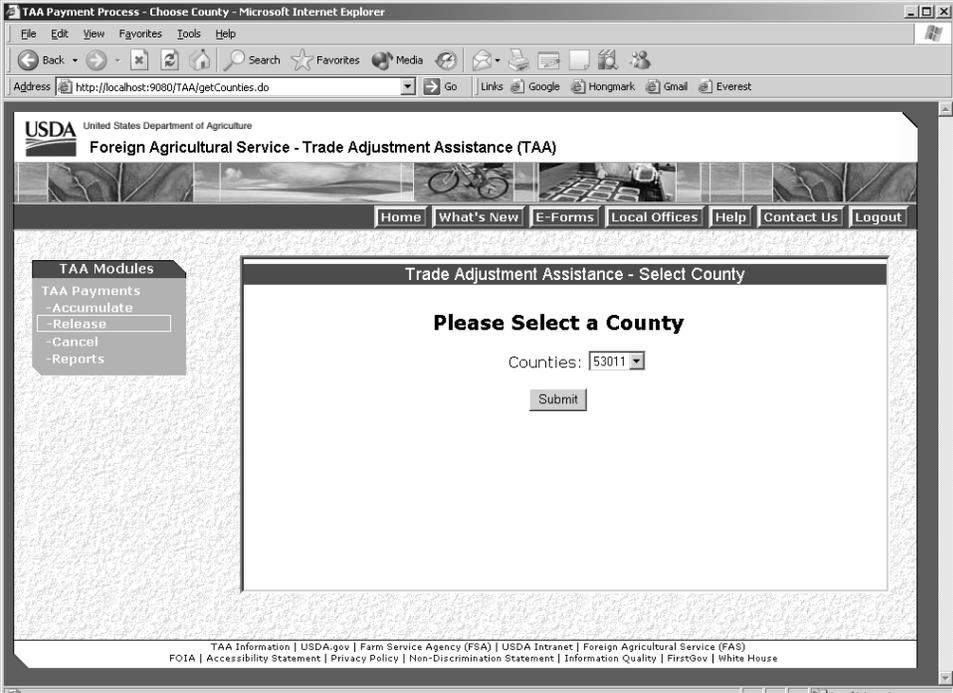
TAA payment processing begins by releasing payments within the TAA application software. Release payments according to the following.

Step	Action
1	Access the FSA Intranet Home Page at <a href="http://intranet.fsa.usda.gov/fsa/">http://intranet.fsa.usda.gov/fsa/</a> . Under the “Programs” heading, click “Trade Adjustment Assistance”.
2	<p>On the TAA menu, under “TAA Modules”, click “TAA Payments”.</p> 

Notice SP-42

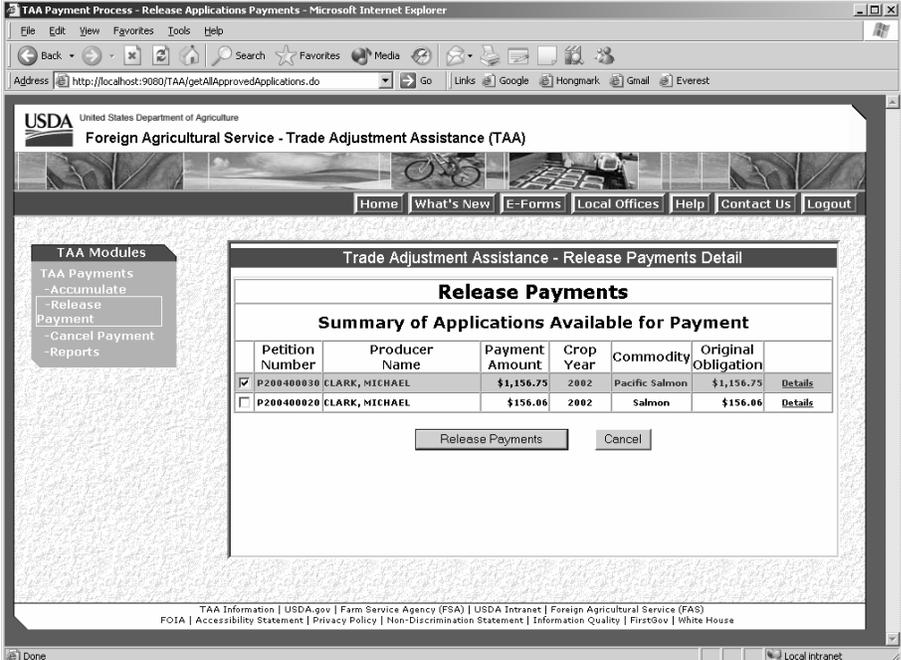
3 Authorization to Release TAA Payments (Continued)

B Releasing Payments Under TAA Application Software (Continued)

Step	Action
3	<p data-bbox="407 344 1354 380">On the TAA – Select County Screen, select the county and click “Submit”.</p> 

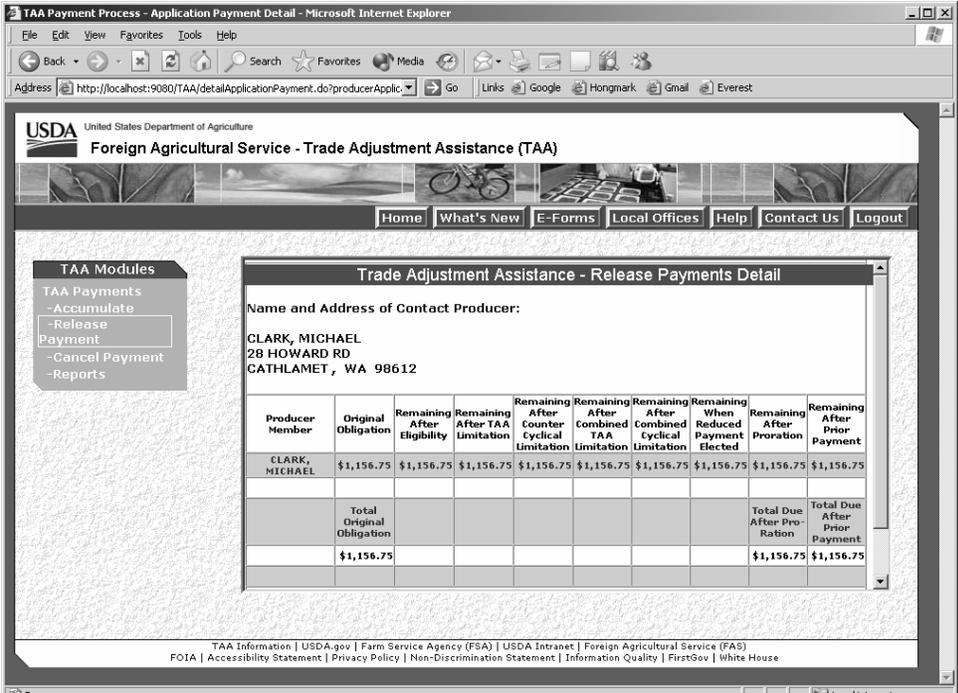
3 Authorization to Release TAA Payments (Continued)

B Releasing Payments Under TAA Application Software (Continued)

Step	Action																												
4	<p>Select payment(s) to be released. Producers will only show on this list if the application status is “Approved”.</p> <p>“Details” <b>must</b> be viewed for each payment listed for release <b>before</b> releasing any payment(s). Click “Details” to view payment details and to determine whether payments may have been reduced.</p>  <p>The screenshot shows a web browser window titled 'TAA Payment Process - Release Applications Payments - Microsoft Internet Explorer'. The address bar shows 'http://localhost:9080/TAA/getAllApprovedApplications.do'. The page header includes the USDA logo and 'Foreign Agricultural Service - Trade Adjustment Assistance (TAA)'. A navigation menu contains 'Home', 'What's New', 'E-Forms', 'Local Offices', 'Help', 'Contact Us', and 'Logout'. On the left, a 'TAA Modules' sidebar lists 'TAA Payments', 'Accumulate', 'Release Payment', 'Cancel Payment', and 'Reports'. The main content area is titled 'Trade Adjustment Assistance - Release Payments Detail' and features a 'Release Payments' section with a table:</p> <table border="1"> <thead> <tr> <th colspan="7">Summary of Applications Available for Payment</th> </tr> <tr> <th>Petition Number</th> <th>Producer Name</th> <th>Payment Amount</th> <th>Crop Year</th> <th>Commodity</th> <th>Original Obligation</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> P200400030</td> <td>CLARK, MICHAEL</td> <td>\$1,156.75</td> <td>2002</td> <td>Pacific Salmon</td> <td>\$1,156.75</td> <td><a href="#">Details</a></td> </tr> <tr> <td><input type="checkbox"/> P200400020</td> <td>CLARK, MICHAEL</td> <td>\$156.06</td> <td>2002</td> <td>Salmon</td> <td>\$156.06</td> <td><a href="#">Details</a></td> </tr> </tbody> </table> <p>Below the table are two buttons: 'Release Payments' and 'Cancel'.</p> <p>At the bottom of the page, there is a footer with links for 'TAA Information', 'USDA.gov', 'Farm Service Agency (FSA)', 'USDA Intranet', 'Foreign Agricultural Service (FAS)', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.</p>	Summary of Applications Available for Payment							Petition Number	Producer Name	Payment Amount	Crop Year	Commodity	Original Obligation		<input checked="" type="checkbox"/> P200400030	CLARK, MICHAEL	\$1,156.75	2002	Pacific Salmon	\$1,156.75	<a href="#">Details</a>	<input type="checkbox"/> P200400020	CLARK, MICHAEL	\$156.06	2002	Salmon	\$156.06	<a href="#">Details</a>
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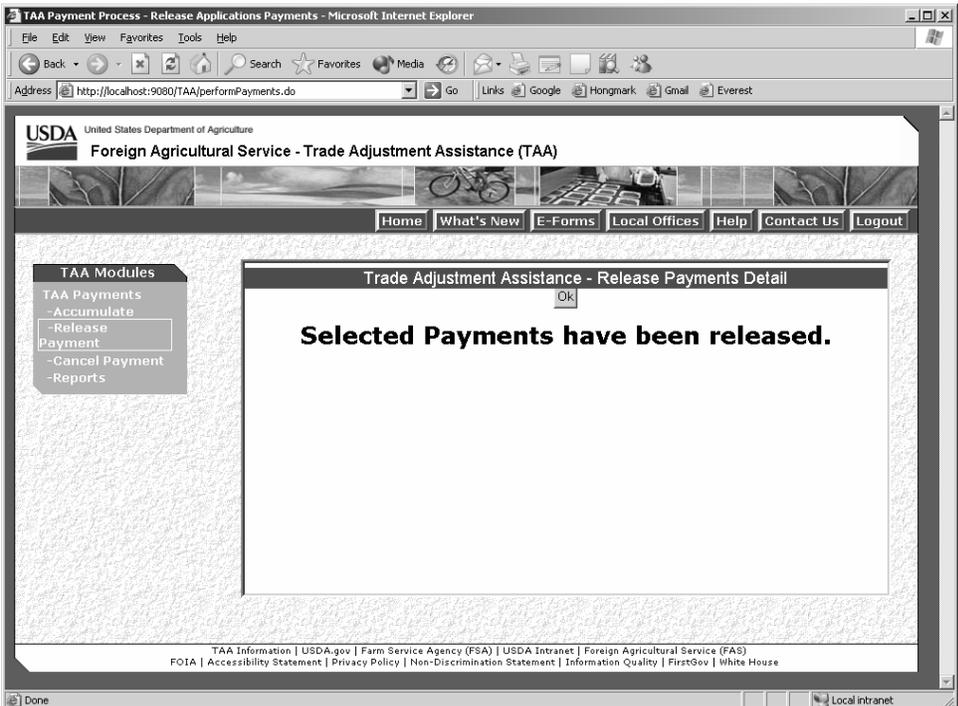
3 Authorization to Release TAA Payments (Continued)

B Releasing Payments Under TAA Application Software (Continued)

Step	Action																																								
5	<p>The following is an example of the TAA – Release Payments Detail Screen which should be used to determine why a payment may have been reduced. For example, a payment that is reduced to \$0.00 after the eligibility check is completed by the software (“Remaining after Eligibility” column) could indicate that the County Office has not properly entered data in the SCIMS eligibility files to allow this payment to process. Users should print this screen and retain a copy to aid in trouble shooting later, if necessary, and be certain a payment reduction to \$0.00 is valid or should not select it for processing until the reduction is verified, or data corrected and resubmitted for payment.</p>  <table border="1" data-bbox="646 1108 1291 1302"> <thead> <tr> <th>Producer Member</th> <th>Original Obligation</th> <th>Remaining After Eligibility</th> <th>Remaining After TAA Limitation</th> <th>Remaining After Counter Cyclical Limitation</th> <th>Remaining After Combined TAA Limitation</th> <th>Remaining After Combined Cyclical Limitation</th> <th>Remaining When Reduced Payment Elected</th> <th>Remaining After Proration</th> <th>Remaining After Prior Payment</th> </tr> </thead> <tbody> <tr> <td>CLARK, MICHAEL</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> <td>\$1,156.75</td> </tr> <tr> <td></td> <td>Total Original Obligation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total Due After Proration</td> <td>Total Due After Prior Payment</td> </tr> <tr> <td></td> <td>\$1,156.75</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$1,156.75</td> <td>\$1,156.75</td> </tr> </tbody> </table>	Producer Member	Original Obligation	Remaining After Eligibility	Remaining After TAA Limitation	Remaining After Counter Cyclical Limitation	Remaining After Combined TAA Limitation	Remaining After Combined Cyclical Limitation	Remaining When Reduced Payment Elected	Remaining After Proration	Remaining After Prior Payment	CLARK, MICHAEL	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75	\$1,156.75		Total Original Obligation							Total Due After Proration	Total Due After Prior Payment		\$1,156.75							\$1,156.75	\$1,156.75
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3 Authorization to Release TAA Payments (Continued)

B Releasing Payments Under TAA Application Software (Continued)

Step	Action
6	<p>After viewing details of payments to be released, under “TAA Modules” click “Release Payments”. The message, “Selected Payments have been released”, will be displayed.</p> <p><b>Note:</b> The payments have not actually been made at this point, only released to NPS for further processing.</p> <p>County Offices shall click “OK” to exit the payment process.</p> <p>Users shall access the web-based NPS process to verify and complete the payment processing.</p> 

## 4 Providing e-Funds Control Allocations

### A e-Funds Control Information

e-Funds Control applies to TAA.

e-Funds Control allocations must occur before NPS can disburse payments. Initial allocations for counties have been populated to the e-Funds TAA Control ledger by Kansas City and FMD, based on all of the 2005 TAA applications in the TAA database at the point funding for TAA is first available.

For TAA, any additional e-Funds Control allocations can only be made by National Office personnel.

### B Requests for access to View TAA Through e-Funds Control

State Offices shall request access to **view** TAA through e-Funds Control by submitting an e-mail to **stacy.carroll@wdc.usda.gov** that includes the name of the users who will need access. If access to the web-application for Price Support programs has never been obtained, indicate this in the e-mail as additional information will be required to get the user set-up. State Offices shall also submit an e-mail for any individuals who no longer require access so that those individuals can be removed.

### C Request for Additional Allocations

State Offices shall submit an e-mail to request additional e-Funds Control allocations and include the following information:

- State and county names and codes
- producer name
- amount requested
- commodity.

**Note:** An e-mail confirmation will be sent to the State Office after funds have been re-allocated to the State and county level by the National Office.

### C Contact

State Offices shall direct questions about this notice to Stacy Carroll by:

- telephone at 202-690-8037
- **e-mail to stacy.carroll@wdc.usda.gov.**

## Notice SP-42

### 5 Disbursing TAA Payments Through NPS

#### A Using NPS for Payments

Refer to Notice FI-2697 for instructions for disbursing payments using NPS.

**Note:** The user ID must have security access to certify or to sign payments according to Notice FI-2692.

#### B Assistance with Software Questions

Assistance with NPS and the TAA application software is available from the National Help Desk by calling either of the following:

- 816-926-1552, PRESS “5”
- 800-255-2434, PRESS “5”.

6 **Canceling TAA Payments in Application Software**

**A Canceling Payments**

Currently users may “cancel” payments **only if** the payment is not yet “signed” by NPS.

The existing version of TAA application software does not provide for corrections to payments in cases where the payment was either over or under paid. A future enhancement of TAA application software will allow for additional amounts to be paid to a producer, or for the creation of a receivable, through interaction with NPS. Until notified, users should not attempt to cancel any payments where the payment has already been “signed” in NPS. TAA application software does not receive status information from NPS. If a cancel is attempted after a payment has been “signed” in NPS, then an error message will be received by the user.

Cancel a payment according to the following.

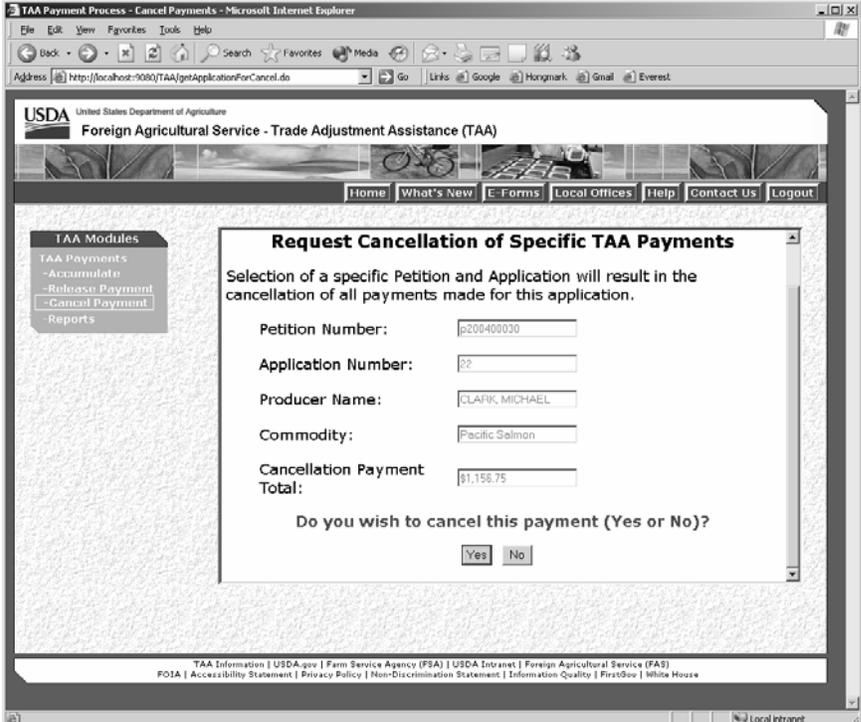
**Note:** Only payments not “signed” in the NPS software can be cancelled.

Step	Action
1	Under “TAA Modules”, click “Cancel Payment”.
2	On the TAA – Request Cancellation Screen, identify the payment to be cancelled by entering the petition number and application number and click “Submit”.

Notice SP-42

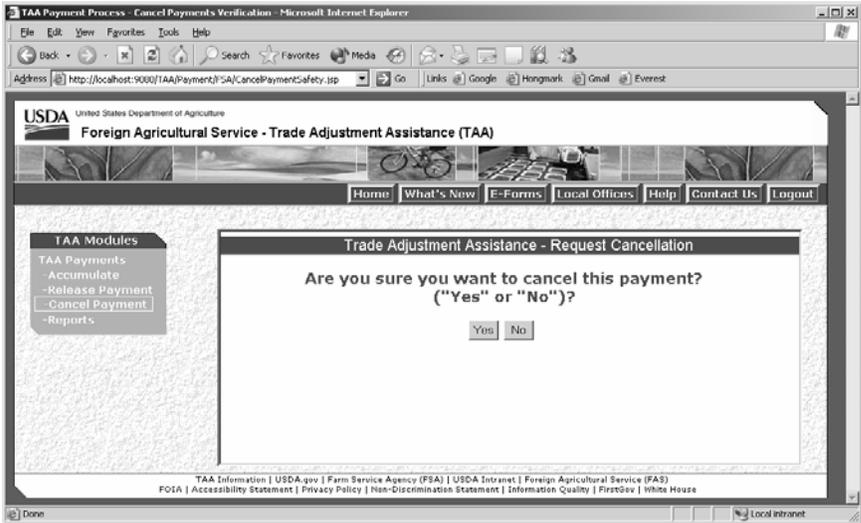
6 Canceling TAA Payments in Application Software (Continued)

A Canceling Payments (Continued)

Step	Action
3	<p>On the Request Cancellation of Specific TAA Payments Screen, the following will be displayed:</p> <ul style="list-style-type: none"><li>• the petition number, application number, producer, commodity, and cancellation payment total</li><li>• the message, “Do you wish to cancel this payment (Yes or No)?”.</li></ul> <p>Click “Yes”.</p> 

6 Canceling TAA Payments in Application Software (Continued)

A Canceling Payments (Continued)

Step	Action
4	<p>The TAA – Request Cancellation Screen will be displayed with the message, “Are you sure you want to cancel this payment?”. Click “Yes”.</p> 
5	<p>The following screen will be displayed showing the payment was successfully cancelled.</p> <p><b>Note:</b> Payments can currently only be successfully cancelled if they <b>have not yet been processed by the county in the NPS software</b>. A software revision is being tested that will be released at a later date to allow for corrections of payments that have been issued through NPS.</p> 

**7 Generating Disapproval Letters**

**A FAS Application Disapprovals and Letter Printing**

Starting with FY 2005 crop applications, County Offices shall send disapproval letters:

- to applicants whose application status has been revised by FAS from “Refer to FAS” status to “Disapproved” status
- only after the application status has been revised to “Disapproved” by FAS
- using the automatic disapproval letter feature incorporated in the revised application software.

**Note:** This new feature will ensure that the application sent to FAS has been reviewed and disapproved by FAS before FAS-931 has been mailed from the County Office.

**B Establishing E-Mail Address for Disapproval Letters**

After FAS has changed the application status to “Disapproved,” an e-mail shall be sent to the e-mail address specified when changing the application’s status to “Refer to FAS”. County Offices will be able to generate letters that are ready for mailing to the applicants and will contain the following:

- applicant name and address
- date of disapproval
- reason(s) for disapproval
- signature of approved FAS official.

When changing an application’s status to “Refer to FAS”, each County Office must provide to FAS the e-mail address to receive the notification that the application was disapproved.

County Offices should inform FAS of this e-mail address when changing the application’s status to “Refer to FAS” through the following steps.

<b>Step</b>	<b>Action</b>
1	On the TAA Application Menu, click “Change Status”.
2	Click “Refer to FAS”.
3	Enter the e-mail address in the space provided opposite to “E-mail address to send FAS notice”.

## Notice SP-42

### 7 Generating Disapproval Letters (Continued)

#### C Printing FAS-931

Select and print FSA-931 according to the following.

Step	Action
1	Under "TAA Modules", click "Disapproval".
2	<p>On the Define Search Criteria Screen, select the petition number and State and click "Submit". A list of disapproved applications will be displayed.</p> 

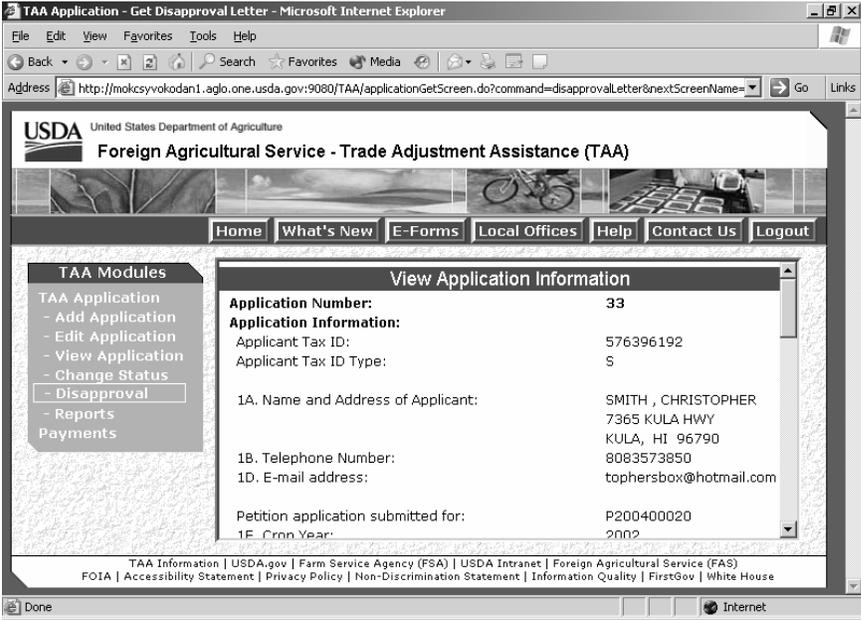
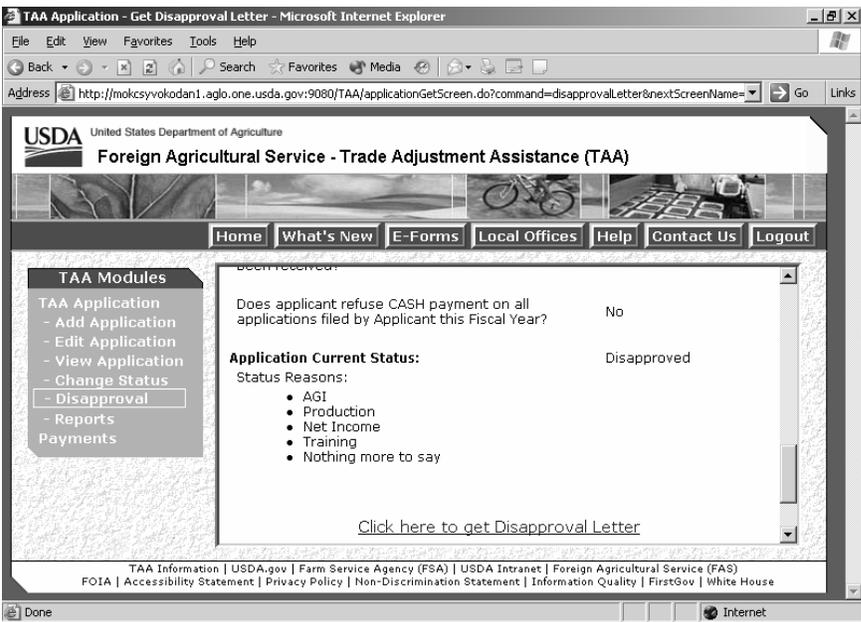
7 **Generating Disapproval Letters (Continued)**

**C Printing FAS-931 (Continued)**

Step	Action																
3	<p>On the Select Application to Print Disapproval Letter Screen, select the disapproved applications individually to which FSA-931 shall be sent by clicking "Select".</p>  <p>The screenshot shows a web browser window titled "TAA Applications - Microsoft Internet Explorer". The address bar shows the URL: http://mokcsyvokodan1.aglo.one.usda.gov:9080/TAA/showProducerApplicationList.do. The page header includes the USDA logo and "Foreign Agricultural Service - Trade Adjustment Assistance (TAA)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, there is a "TAA Modules" sidebar with options: TAA Application, Add Application, Edit Application, View Application, Change Status, Disapproval, Reports, and Payments. The main content area is titled "Select Application to print disapproval letter" and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Petition #</th> <th>Appl. #</th> <th>State</th> <th>Applicant</th> <th>Commodity</th> <th>Crop Year</th> <th>Status</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>P200400020</td> <td>33</td> <td>HI</td> <td>SMITH, CHRISTOPHER</td> <td>Salmon</td> <td>2002</td> <td>Disapproved</td> <td>Select</td> </tr> </tbody> </table> <p>A "Cancel" button is located below the table.</p>	Petition #	Appl. #	State	Applicant	Commodity	Crop Year	Status	Select	P200400020	33	HI	SMITH, CHRISTOPHER	Salmon	2002	Disapproved	Select
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7 **Generating Disapproval Letters (Continued)**

**C Printing FAS-931 (Continued)**

Step	Action
4	<p>Information for the selected applications will be displayed. If the information is correct, then click “Click here to get Disapproval Letter”.</p>  
5	<p>The disapproval letter will be generated and displayed on the screen. At this point the letter can be printed and mailed.</p>