

**For:** State and County Offices

**Trade Adjustment Assistance for Farmers (TAAF) Program Business Plan Deadlines**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The TAAF program provides technical training through the Center for Farm Financial Management (CFFM) for approved applicants to establish initial and long-term business plans. Producers of certified commodities who complete the designated technical training and also develop and implement approved business plans are eligible for TAAF cash benefits.

The initial business plan and long-term business plan must be completed and approved within 36-months after the petition certification date of the eligible commodity. The business plan completion deadline for FY 2010 certified commodities has ended and the business plan completion deadlines for FY 2011 are quickly approaching. Certain actions must be followed to process business plans not approved by the business plan completion deadlines.

**B Purpose**

This notice informs State and County Offices of the following:

- initial and long-term business plan completion deadlines
- FAS and FSA actions required to disapprove business plan payments
- process to notify TAAF applicants of their program status.

**C Contact**

For questions or situations **not** addressed in this notice, State Offices shall contact the appropriate individual according to the following.

<b>Contact</b>	<b>Telephone Number</b>	<b>E-Mail Address</b>	<b>Program Area</b>
Dani Cooke	202-720-1919	<a href="mailto:danielle.cooke@wdc.usda.gov">danielle.cooke@wdc.usda.gov</a>	policy issues
Stacy Carroll	202-690-8037	<a href="mailto:stacy.carroll@wdc.usda.gov">stacy.carroll@wdc.usda.gov</a>	software issues

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2014	State Offices; State Offices relay to County Offices

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### 2 Processing Business Plan Disapprovals

#### A Initial and Long-Term Business Plan Completion Deadlines

The following table provides applicable business plan deadlines for certified commodities.

Commodity/Crop Year	Fiscal Year	Petition Number	Petition Certification Date	Business Plan Completion Deadline
Catfish/2009	2010	2010001	6-25-10	6-25-13
Asparagus/2009	2010	2010003	6-25-10	6-25-13
Shrimp/2008	2010	2010005	6-25-10	6-25-13
Shrimp/2008	2011	2011002	9-24-10	9-24-13
Lobster/2009	2011	2011003	9-24-10	9-24-13
Blueberries/2009	2011	2011015	9-30-10	9-30-13

#### B Notification of CFFM Business Plan Recommendation

If TAAF program participants do not have CFFM-approved business plans by the established completion date, CFFM will update the event status to recommend disapproval. When this CFFM initiated action occurs, an automatic e-mail is generated and sent to the appropriate FSA County Office user for notification and processing. A message of waiting notifications will be displayed when the County Office user logs into the TAAF software according to instructions provided in Notice PS-682, subparagraph 3 F.

**Note:** FSA County Office users have access to update the payable event status before CFFM recommendations occur, however, County Offices are **required** to wait until CFFM recommendations for disapproval are automatically updated in the application events.

#### C Referring Business Plans to FAS for Disapproval

Only FAS is authorized to disapprove a business plan payment. Therefore, based on the CFFM business plan recommendation, the FSA County Office must set the business plan/payment status indicator for events 5 and/or 6 to "Refer to FAS".

#### D FAS Business Plan Disapproval Process

As provided by 1-SP, subparagraph 75 B, only FAS provides disapproval of business plan payments. FAS disapproves the business plan payments by:

- changing the business plan payment status in the TAAF web-based software from "Refer to FAS" to "Disapproved" based on the reasons selected by the County Office or another reason determined by FAS

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### 2 Processing Business Plan Disapprovals (Continued)

#### D FAS Business Plan Disapproval Process (Continued)

- entering a date into the TAAF web-based software to record the disapproval.

**Note:** This initiates an automatic e-mail with instructions to the County Office informing them that the status has been set to “Disapproved” and to send FAS-931 (disapproval letter) to the producer notifying them of their program status.

This notification is sent to the “County Office Email” address entered when setting up the TAAF application (see Notice PS-682, subparagraph 3 A). County Offices that are not receiving these notifications must verify the “County Office Email” address listed for the application and edit application information if necessary.

#### E Processing Business Plan Disapproval Letters

Once notification is received of the business plan disapproval from FAS, County Offices must notify TAAF participants of their business plan disapproval status using a system-generated FAS-931. Disapproval letters that have not been printed will be displayed automatically in the disapproval letters list in the TAAF web-based software when disapproved by FAS.

**Note:** Instructions for preparing the disapproval letters were provided in Notice PS-682, subparagraph 3 J. Because of the timeframe of certain business plan deadlines, refer to Notice PS-682 even though it is obsolete.

#### F Deadline for Notifying Disapproved Applicants

County Offices must mail letters notifying applicants of their disapproved business plan payment status as soon as possible, but no later than 30-calendar days after receipt of FAS notification, that the business plan has been disapproved.

### 3 Action

#### A State Office Action

SED’s and STC’s shall:

- supervise and monitor TAAF to ensure that policies and procedures in this notice are being uniformly followed by County Offices
- forward any TAAF program questions to the National Office according to subparagraph 1 C.

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### **3 Action (Continued)**

#### **B County Office Action**

County Offices shall:

- closely monitor TAAF notifications from CFFM to timely refer to FAS business plans for disapproval
- timely send disapproval letters, FAS-931, to notify TAAF applicants of their business plan status upon notification of disapproval from FAS
- forward questions about the contents of this notice through the State Office specialist.