

For: Tobacco State and County Offices

**Tobacco Loss Assistance Program 2000 (TLAP00)
“No P&CP” Payment Software Procedures**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-1021 provided instructions for loading TLAP00 application data into the System 36.

Payment rates will be downloaded on December 14, 2001.

Instructions for handling overpayments and underpayments will be issued in a forthcoming notice, and software for these situations will be available in a future county transmittal.

B

Purpose

This notice provides TLAP00 payment instructions for:

- printing preliminary payment registers
- verifying payment rates
- issuing TLAP00 payments for “No P&CP”.

C

Dates

TLAP00 payments shall not be issued before December 17 and no later than COB December 31, 2001.

<p>Disposal Date</p> <p>March 1, 2002</p>	<p>Distribution</p> <p>Tobacco State Offices; State Offices relay to applicable County Offices</p>
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Notice TB-1026

2 Action

**A
COC Action**

COC shall take the following action.

Step	Action
1	Redelegate authority to CED to approve TLAP00 applications when there are not disputed shares.
2	Send letters to applicants of disapproved applications.
3	Send letters to applicants who are not eligible for payment because of disputed shares.
4	Note, initial, and date the justification for any changes on an application in the remarks section of CCC-950.

**B
County Office
Action**

Before issuing TLAP00 payments, County Offices shall print “Preliminary Payment Calculation/Payment Register” after payment rate download, using option 4.

- Verify accuracy of payment rates for applicable State and kind of tobacco. See Notice TB-1024, Exhibit 2.
 - Verify applicant and allocated payment pound information is accurate.
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**C
Accessing
TLAP00
Payment
Software**

From Menu FAX250, access the TLAP00 Menu according to the following table.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	Enter the appropriate County Office, if applicable, and PRESS “Enter”.
3	FAX07001	ENTER “18”, “Tobacco/Peanuts”, and PRESS “Enter”.
4	M00100	ENTER “5”, “Tobacco Loss Assistance Program”, and PRESS “Enter”. Menu MNE000 will be displayed.

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2 Action (Continued)

D

Option 4, “Preliminary Payment Calculation/ Payment Register”

Selection of option 4 will cause a TLAP00 preliminary payment calculation/payment register to print after payment rates have been downloaded. The register may be printed for either an entire county or for a single farm. County Offices may use this register to continue verifying the accuracy and completeness of loaded TLAP00 data. Errors found in reviewing the register may be corrected through option 3, "Modify Application."

Note: The register may be printed as often as necessary. If the register is run for an entire county, all kinds of tobacco in that county will be included in the register, separated by kind.

- **Verify payment rates shown on the register, by applicable State and kind of tobacco, using Notice TB-1024, Exhibit 2.**
- **Verify applicant and allocated pound information is accurate. The information displayed on the register is the sole basis for payments.**
- **A second party shall review, sign, and date the final register run before issuing payments.**

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Notice TB-1026

2 Action (Continued)

**D
Option 4,
“Preliminary
Payment
Calculation/
Payment
Register”
(Continued)**

Print the preliminary payment calculation register according to the following table.

Step	Action		Result
1	On Menu MNE000: <ul style="list-style-type: none"> • ENTER “4”, “Preliminary Payment Calculation/Payment Register” • PRESS “Enter”. 		Screen MNT4600 will be displayed.
2	Enter a “Printer ID” and the “Number of Copies” to print, and PRESS “Enter”.		Screen MNT45001 will be displayed.
3	IF...	THEN...	
	the register to be processed and printed is for the entire county	enter “Y”, and PRESS “Enter”.	The register will print, and Screen MNE000 will be redisplayed.
	the register to be processed and printed is for a single farm	<ul style="list-style-type: none"> • ENTER “N”, and PRESS “Enter” • enter a farm number and field exit • enter the number of the tobacco kind selected, and PRESS “Enter” • ENTER “Y” or “N” to select to print another farm’s register. 	Screen MNT45002 will be displayed. The register will print, and Screen MNT40800 will be displayed.

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Notice TB-1026

2 Action (Continued)

E

**Option 5,
“Issuing
Payments”**

Selection of option 5 will allow TLAP00 payments to be issued as either EFT or CCC-184's, as applicable, and will print Payment Transaction Statements.

- Payments will be processed, and transaction statements printed, in batches of up to 200.

Note: The estimated time for processing payments and printing transaction statements for a batch of 200 is 1 hour using a tractor-feed printer.

- After a payment file has been built using this option, a batch description will be displayed, with a descending payment count, until all payments have been processed..

Issue payments according to the following table.

Step	Action	Result
1	On Menu MNE000: <ul style="list-style-type: none"> • ENTER “5”, “Issuing Payments” • PRESS “Enter”. 	Process MNE500 will run displaying the message, “TLAP Payment Calculation in Progress”. Screen MNT41201 will then be displayed.
2	Enter the sequence number which represents the selected batch of payments to process, and PRESS “Enter.” Note: The system provides for up to 200 payments in a batch to be processed at one time.	The system will display applicable informational screens regarding data control, checkwriting, or direct deposit processing as the TLAP00 payment data are passed to the accounting system. Screen ANK00201 will then be displayed.
3	Process payments and print producer transaction statements through the accounting system according to 1-FI.	Screen MNT41201 will then be redisplayed.
4	IF...	THEN...
	there are additional payments to process in a previously selected batch, or if there are other batches to select	enter the sequence number and process the payments according to step 2.
	there are no additional payments to process	Screen MNT41201 will display the message, “All Approved Payments Have Been Issued”.

3 Action

A

**State Office
Action**

The State Office shall ensure that County Offices follow these directives.
