

For: IN, KY, TN, and VA State and County Offices

Tobacco Loss Assistance Program 2001 (TLAP01) Payment Software Procedures

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-1035 provided instructions for loading TLAP01 application data into the System 36.

Software has been provided to enable County Offices to issue TLAP01 payments. A payment rate download will follow on March 15, 2002.

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 TLAP01 payment instructions for:
 - printing preliminary payment registers
 - verifying payment rates
 - issuing TLAP01 payments
- advises that TLAP01 payments shall not be issued later than **COB March 31, 2002.**

Note: Payments may be issued beginning on March 18, 2002.

C

**State Office
Action**

State Offices shall ensure that County Offices follow this notice.

<p>Disposal Date</p> <p>March 1, 2003</p>	<p>Distribution</p> <p>Above State Offices; State Offices relay to applicable County Offices</p>
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Notice TB-1037

2 County Office Action

**A
Action to Take
Before Issuing
Payments**

Before issuing TLAP00 payments, County Offices shall complete the following actions:

- using Option 8, print “Payment Register (Before Payment Factor Download)” before payment rate download
 - using Option 4, print “Preliminary Payment Calculation/Payment Register” after payment rate download
 - verify the accuracy of payment rates for applicable State and kind of tobacco
 - verify the applicant and allocated payment pound information is accurate.
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**B
Accessing
TLAP00
Payment
Software**

From Menu FAX250, access Menu TLAP01 according to the following table.

Step	Menu	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”. Menu FAX09002 will be displayed.
2	FAX09002	Enter the appropriate County Office, if applicable, and PRESS “Enter”. Menu FAX07001 will be displayed.
3	FAX07001	ENTER “18”, “Tobacco/Peanuts”, and PRESS “Enter”. Menu M00100 will be displayed.
4	M00100	ENTER “5”, “Tobacco Loss Assistance Program”, and PRESS “Enter”. Menu MND000 will be displayed.

The following is an example of Menu MND000.

PLEASE INSERT SCREEN PRINT OF MENU MND000 HERE
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Note: A previous release:

- activated options 4, 5, and 6
 - added option 8.
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Notice TB-1037

2 County Office Action (Continued)

C

**Option 8,
“Payment
Register (Before
Payment Factor
Download)”**

Selecting Option 8 will cause a TLAP01 payment register to print which will display all application data that has been loaded into System 36. The register may be printed for either an entire county or for a single farm. County Offices may use this register to verify the accuracy and completeness of loaded TLAP01 data. Errors found in reviewing this register may be corrected through Option 3, “Modify Application”.

Note: The register may be printed as often as necessary while it is available. 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. Download of payment rates will disable Option 8.

Print this payment register according to the following table.

Step	Action		Result
1	On Menu MNE000: <ul style="list-style-type: none"> • ENTER “8” • PRESS “Enter”. 		Screen MNT4600 will be displayed.
2	On Screen MNT4600: <ul style="list-style-type: none"> • enter the printer ID and the number of copies to print • 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. 	<p>Screen MNT45002 will be displayed.</p> <p>The register will print and Screen MNT40800 will be displayed.</p>

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Notice TB-1037

2 County Office Action (Continued)

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

Selecting Option 4 will cause a TLAP01 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 TLAP01 data. Errors found in reviewing the register may be corrected through Option “3”, “Modify Application”.

Notes: 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 kind of tobacco, using Exhibit 1.
- Verify that 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 which was run before payments are issued.

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” • PRESS “Enter”. 		Screen MNT4600 will be displayed.
2	On Screen MNT4600: <ul style="list-style-type: none"> • enter the printer ID and the number of copies to print • 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 MND000 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-1037

2 County Office Action (Continued)

E

Option 5, “Issuing Payments”

Selecting Option 5 will allow TLAP01 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.

Example: A county displays a “Batch Description” with a payment count of 575 fire-cured payments. After the initial batch of 200 has been processed, the “Batch Description” will show a payment count of 375 fire-cured payments. The County Office may PRESS “Cmd7” to end the session after issuing 200 payments from a “Batch Description” that exceeds 200 and when the payment process is accessed at a later time, the “Batch Description” will display the balance of payments left to process.

- Batches may be printed in any sequence selected.

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Notice TB-1037

2 County Office Action (Continued)

E

**Option 5,
“Issuing
Payments”
(Continued)**

Issue payments according to the following table.

Step	Action	Result
1	On Menu MNE000: <ul style="list-style-type: none"> • ENTER “5” • PRESS “Enter”. 	Process MNE500 will run displaying the message, “TLAP Payment Calculation in Progress”. Screen MNT41201 will be displayed.
2	On Screen MNT41201: <ul style="list-style-type: none"> • enter the sequence number that represents the selected batch of payments to process • PRESS “Enter”. <p>Note: The system provides for up to 200 payments in a batch to be processed at one time.</p>	The system will display applicable informational screens about data control, checkwriting, or direct deposit processing as the TLAP00 payment data are passed to the accounting system. Screen ANK00201 will be displayed.
3	From Screen ANK00201, process payments and print producer transaction statements through the accounting system according to 1-FI (Rev. 13).	Screen MNT41201 will be redisplayed.
4	IF there are...	THEN...
	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.
	no additional payments to process	Screen MNT41201 will display the message, “All Approved Payments Have Been Issued”.

Note: Allow an entire batch of payments and all transaction statements for the batch to successfully print before processing the next batch.

TLAP00 Payment Rates

State	Tobacco	Allocation and Payment Rate		
		Owner	Controller	Grower/Tenant
Indiana	Dark Air-cured	.0333	.0360	.0360
Kentucky	Dark Air-cured	.0333	.0360	.0360
	Fire-cured	.0333	.0363	.0363
Tennessee	Dark Air-cured	.0333	.0360	.0360
	Fire-cured	.0333	.0363	.0363
Virginia	VA Sun-cured	.0333	.0439	.0439
