

For: Tobacco State and County Offices

**Tobacco Loss Assistance Program 2000 (TLAP00)  
Application Approval and Software Procedures**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

The Agricultural Risk Protection Act of 2000 provides that \$340 million in direct payments be made to tobacco growers and quota holders to help them defray income losses in crop year 2000 because of the reduction in quota from the 1999 crop year to the 2000 crop year.

Notice TB-968 provided instructions for processing TLAP00 applications manually.

County Transmittal No. 441 will provide software to enable County Offices to load CCC-950 and CCC-950-A data into the System 36 from manual TLAP00 applications.

Payment factors and instructions for processing payments will be issued in a forthcoming notice. Payment software will be available in a future software release.

**B**

**Purpose**

This notice provides instructions for:

- approving CCC-950
- loading TLAP00 applications into the System 36.

**C**

**Dates**

All CCC-950 and CCC-950-A data shall be loaded into the System 36 by September 29, 2000.

<p><b>Disposal Date</b></p> <p>January 1, 2001</p>	<p><b>Distribution</b></p> <p>Tobacco State Offices; State Offices relay to applicable County Offices</p>
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## Notice TB-972

### 2 COC Action

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#### A Action

COC shall take the following actions:

- approve or disapprove all CCC-950's

**Note:** Appeals will be handled according to 1-APP.

- send letters to applicants of disapproved applications
- send letters to applicants who are not eligible for payment because of disputed shares
- make application changes at time of approval
- note, initial, and date the justification for the changes in the remarks section of CCC-950.

**Example:** Farm 25 has 2 tracts. Tract 1, owned by Bill and Tom, has 200 lbs. of basic quota. Tract 2, owned by Bill, has 100 lbs. of basic quota. Bill signs for an owner share of 200 lbs. (100 lbs. from each tract) Tom never signs, leaving the shares on Tract 1 disputed. COC shall:

- mark through Bill's 200 lbs. on CCC-950, changing Bill's allocation to the 100 lbs. of undisputed basic quota
  - note, initial, and date the justification for the change as directed in this paragraph.
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### 3 County Office Action

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#### A Action to Take Before Loading TLAP00 Release

County Offices shall approve all late-filed spring FSA-375 L&T's before loading County Transmittal No. 441.

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Notice TB-972

3 County Office Action (Continued)

B

Accessing  
TLAP00  
Application  
Software

From Menu FAX250, access TLAP00 application software 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".
5	MNE000	ENTER "3", "CCC-950 Application Processing", and PRESS "Enter".
6	MNT01100	Enter the number of the tobacco kind selected and PRESS "Enter". Screen MNT30001 will be displayed.

C

Example of  
Screen  
MNT30001

The following is an example of the options available from TLAP00 Screen MNT30001.

**Note:** A Help Screen will display the definition of "Payment Pounds" for each kind of tobacco.

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TLAP SIGN UP          025-BRUNSWICK          MNT30001
TOBACCO LOSS ASSISTANCE PROGRAM          Version: AC97 08-16-00 13:04 Term LD
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Program Year: 2000 Tobacco Kind: Flue-Cured Tobacco

Please Enter a Farm Number :          4990

and

Select a Process Option          1
1. Process Application
2. View Application
3. Modify Application
4. Approve Application
5. Withdraw Application (Before issuing payments)

Enter=Continue Cmd4=Previous Screen Cmd7=End
    
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## Notice TB-972

### 3 County Office Action (Continued)

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#### D

#### Option 1, “Process Application”

Option 1 will allow TLAP00 application data to be entered into the System 36.

- The person who was the quota owner of record on July 3, 2000, is eligible to apply for owner-allocated pounds.
- If an applicant is not on the name and address file, that applicant may be added to the name and address file according to 1-CM. TLAP00 software will not accept temporary ID's.

**Note:** Contact the State Office if an applicant is a BIA member who only has a temporary ID number.

- If an applicant is not associated with the farm, that applicant may be added to the farm through farm maintenance by accessing option 9, “Add Other Producers”, on TLAP00 Main Menu MNE000.
- On CCC-950, if item 5 is “N”, do not load application data. TLAP00 software will not allow a farm to be entered that has no P&CP.
- Only 1 workstation shall access and data load to the same farm at the same time.
- County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-950. Flue-cured quota modifications that are necessary because of rounding (option 8, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

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**Notice TB-972**

**3 County Office Action (Continued)**

**D**

**Option 1,  
“Process  
Application”  
(Continued)**

Enter application data according to the following table.

Step	Action	Result
1	On Screen MNT30001, enter the farm number shown on CCC-950, item 3 and PRESS “Field Exit”. ENTER “1”, “Process Application”, and PRESS “Enter”.	Screen MNT30101 will be displayed.
2	<p><b>IF the pounds displayed on this screen are...</b></p> <p><b>THEN...</b></p>	
	<p>the pounds displayed on CCC-950, item 8, 16, 24, or 32, as applicable, and if CCC-950, item 5 shows “Yes” to the question, “Will this farm receive P&amp;CP Credit for 2000 crop year?”</p> <p><b>Press</b> “Field Exit”. ENTER “Y” to the question, “Do you wish to modify Pounds?”, and PRESS “Enter”.</p> <p><b>Note:</b> If “N” is entered, the message, “No P&amp;CP. Application ineligible. Cmd7 to end.” will be displayed. PRESS “Cmd7” to end the session.</p>	Screen MNT30200 will be displayed.
	<p>not the pounds displayed on CCC-950, item 8, 16, 24, or 32, as applicable</p> <p>modify the screen entries as follows.</p> <ul style="list-style-type: none"> <li>• If CCC-950, item 5 shows “Yes” to the question, “Will this farm receive P&amp;CP Credit for 2000 crop year?”, PRESS “Field Exit”. ENTER “Y” to the question, “Do you wish to modify Pounds?”, and PRESS “Enter”.</li> </ul> <p><b>Note:</b> If “N” is entered, the message, “No P&amp;CP. Application ineligible. Cmd7 to end.” will be displayed. PRESS “Cmd7” to end the session.</p> <ul style="list-style-type: none"> <li>• Enter modified, allocated pounds from CCC-950, item 8 for owners, if applicable, PRESS “Field Exit”, and PRESS “Enter” to continue to the next screen; <b>or</b> PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-950, PRESS “Field Exit”, and PRESS “Enter” to continue.</li> </ul>	<p>Screen MNT30101 will be redisplayed. The cursor will default to “Allocated Payment Pounds for Owners”.</p> <p>Screen MNT30200 will be displayed.</p>

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Notice TB-972

3 County Office Action (Continued)

D  
Option 1,  
“Process  
Application”  
(Continued)

Step	Action	Result	
3	<p>Selecting applicant names from CCC-950, ENTER “Y” beside each name for this session and PRESS “Enter” to continue.</p> <p><b>Note:</b> Roll page to show additional names for selection, if applicable. If a CCC-950 applicant’s name does not appear on this screen, that applicant may be added by:</p> <ul style="list-style-type: none"> <li>• accessing Menu MNE000</li> <li>• selecting option 9, “Add Other Producers”</li> <li>• entering the applicant through farm maintenance.</li> </ul>	<p>Screen MNT30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” beside the first applicant displayed on the screen.</p>	
4	<p>From CCC-950 or CCC-950-A, enter amount of pounds allocated to this owner, <b>or</b> ENTER “0” and PRESS “Field Exit”. Enter amount of pounds allocated to each applicant displayed on the screen from the applicable entry on CCC-950 or CCC-950-A, <b>or</b> ENTER “0” and PRESS “Field Exit”. PRESS “Enter” to display additional selected applicants and repeat these actions for each applicant on the TLAP00 application. PRESS “Enter” to continue.</p> <p><b>Note:</b> Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> <li>• pressing “Cmd16”, which will display Screen MNT30200 and allow selection by entering “Y” beside the name</li> <li>• accessing Menu MNE000 and selecting option 9, “Add Other Producers”.</li> </ul>	<p>Screen MNT30301 will be displayed.</p>	
5	<p>If COC has:</p> <ul style="list-style-type: none"> <li>• approved the application, enter COC approval date and PRESS “Enter”</li> <li>• not approved the application, do not enter COC approval date. PRESS “Enter” to continue.</li> </ul>	<p>Screen MNT30401 will be displayed with the message, “Application has been updated”.</p>	
6	<p>ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”.</p>	<b>IF...</b>	<b>THEN...</b>
		“Y” is entered	Screen MNT30001 will be displayed.
		“N” is entered	Menu MNE000 will be displayed.

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**Notice TB-972**

**3 County Office Action (Continued)**

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**E**

**Option 2, “View Application”**      Option 2 will allow previously entered TLAP00 application data to be viewed. No data entry is allowed through this option.

View an application according to the following table.

Step	Action	Result	
1	On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “2”, “View Application”, and PRESS “Enter”.	Screen MNT30101 will be displayed. No changes will be allowed on this screen.	
2	PRESS “Enter” to continue.	Screen MNT30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNT30301 will be displayed. No changes will be allowed on this screen.	
4	PRESS “Enter” to continue.	Screen MNT30402 will be displayed with the message that the farm’s application has been viewed.	
5	ENTER “Y” or “N” and PRESS “Enter”.	<b>IF...</b>	<b>THEN...</b>
		“Y” is entered	Screen MNT30001 will be displayed.
		“N” is entered	Menu MNE000 will be displayed.

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**Notice TB-972**

**3 County Office Action (Continued)**

**F**

**Option 3,  
“Modify  
Application”**

Option 3 will allow previously entered TLAP00 data to be modified.

County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-950. Flue-cured quota modifications that are necessary because of rounding (option 8, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

Modify an application according to the following table.

Step	Action		Result
1	On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “3”, “Modify Application”, and PRESS “Enter”.		Screen MNT30101 will be displayed.
2	<b>IF...</b>	<b>THEN...</b>	
	CCC-950, item 5 shows “Yes” to the question, “Will this farm receive P&CP Credit for 2000 crop year?”	ENTER “Y” and PRESS “Enter”.  <b>Note:</b> If “N” is entered, the message, “No P&CP. Application ineligible. Cmd7 to end.” will be displayed. PRESS “Cmd7” to end the session.	Screen MNT30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” for the first applicant listed.
	the pounds displayed on this screen are not the pounds displayed on CCC-950	modify the screen entries as follows.  • If CCC-950, item 5 shows “Yes” to the question, “Will this farm receive P&CP Credit for 2000 crop year?”, PRESS “Field Exit”. ENTER “Y” to the question, “Do you wish to modify Pounds?”, and PRESS “Enter”.  <b>Note:</b> If “N” is entered, the message, “No P&CP. Application ineligible. Cmd7 to end.” will be displayed. PRESS “Cmd7” to end the session.  • Enter modified, allocated pounds from CCC-950, item 8 for owners, if applicable, PRESS “Field Exit”, and PRESS “Enter” to continue to the next screen; <b>or</b> PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-950, PRESS “Field Exit”, and PRESS “Enter” to continue.	Screen MNT30101 will be redisplayed. The cursor will default to “Allocated Payment Pounds for Owners”.  Screen MNT30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” for the first applicant listed.

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3 County Office Action (Continued)

F  
Option 3,  
“Modify  
Application”  
(Continued)

Step	Action	Result	
3	<p>Enter modified, allocated owner pounds, if applicable, and PRESS “Field Exit”. PRESS “Enter” to continue or PRESS “Tab” to move cursor to another allocated pounds space to be modified. Enter modified pounds where applicable and PRESS “Field Exit”. PRESS “Enter” to continue.</p> <p><b>Note:</b> Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> <li>• pressing “Cmd16”, which will display Screen MNT30200 and allow selection by entering “Y” beside the name</li> <li>• accessing Menu MNE000 and selecting option 9, “Add Other Producers”.</li> </ul>	<p>Screen MNT30301 will be displayed.</p> <p><b>Note:</b> If this screen displays a COC approval date, County Office shall print and CED shall sign and date this screen, and attach it to CCC-950 for the farm.</p>	
4	<p>If COC has:</p> <ul style="list-style-type: none"> <li>• approved the application, enter COC approval date and PRESS “Enter”</li> <li>• not approved the application, do not enter an approval date. PRESS “Enter” to continue.</li> </ul>	<p>Screen MNT30401 will be displayed with the message, “Application has been updated”.</p>	
5	<p>ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”.</p>	<b>IF...</b>	<b>THEN...</b>
		“Y” is entered	Screen MNT30001 will be displayed.
		“N” is entered	Menu MNE000 will be displayed.

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**Notice TB-972**

**3 County Office Action (Continued)**

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**G**

**Option 4,  
“Approve  
Application”**

Option 4 will allow the approval of a TLAP00 application that was not previously approved through either option 1 or option 3.

- COC may alter disputed shares. Make remarks and document. Send the letter with appeal rights.
- County Offices making any modification shall note, sign, and date the justification for the change in the remarks section of CCC-950. Flue-cured quota modifications that are necessary because of rounding (option “8”, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

Approve an application according to the following table.

Step	Action	Results	
1	On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “4”, “Approve Application”, and PRESS “Enter”.	Screen MNT30101 will be displayed. No changes will be allowed on this screen.	
2	PRESS “Enter” to continue.	Screen MNT30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNT30301 will be displayed.	
4	If COC has <ul style="list-style-type: none"> <li>• approved the application, enter COC approval date and PRESS “Enter”</li> <li>• not approved the application, do not enter a COC approval date. PRESS “Enter” to continue.</li> </ul>	Screen MNT30404 will be displayed with the message, “The previously selected action has been updated”.	
5	ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”.	<b>IF...</b>	<b>THEN...</b>
“Y” is entered		Screen MNT30001 will be displayed.	
“N” is entered		Menu MNE000 will be displayed.	

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**Notice TB-972**

**3 County Office Action (Continued)**

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**H**

**Option 5,  
“Withdraw  
Application  
(Before Issuing  
Payments)”**

Option 5 will allow the withdrawal of an application before issuing payments. If an application previously entered is found to have no P&CP for the 2000 crop year, withdraw the application using this option.

Withdraw an application according to the following table.

Step	Action	Result	
1	On Screen MNT30001, enter a farm number and PRESS “Field Exit”. ENTER “5”, “Withdraw Application”, and PRESS “Enter”.	Screen MNT30101 will be displayed. No changes will be allowed on this screen	
2	PRESS “Enter” to continue.	Screen MNT30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNT30301 will be displayed. No changes will be allowed on this screen.	
4	PRESS “Enter” to continue.	Screen MNT30302 will be displayed with the message, “You have reviewed this application.”	
5	ENTER “Y” or “N” to the question, “Is this the correct application to withdraw?”, and PRESS “Enter”.	Screen MNT30405 will be displayed with the message, “The previously selected action has been updated.”	
6	ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”, and PRESS “Enter”.	<b>IF...</b>	<b>THEN...</b>
		“Y” is entered	Screen MNT30001 will be displayed.
		“N” is entered	Menu MNE000 will be displayed.

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