

For: Tobacco State and County Offices

**Tobacco Loss Assistance Program 2000 (TLAP00)
Payment Software Procedures**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-972 provided instructions for loading TLAP00 application data into the System 36.

County Transmittal No. 443 will provide software to enable County Offices to issue TLAP00 payments. A payment rate download will follow.

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
- canceling TLAP00 payments

C

Dates

TLAP00 payments shall not be issued:

- before October 2, 2000
- later than COB October 20, 2000.

<p>Disposal Date</p> <p>March 1, 2001</p>	<p>Distribution</p> <p>Tobacco State Offices; State Offices relay to applicable County Offices</p>
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2 Important TLAP00 Payment Information

A

Eligibility

An eligible person is one who, as of July 3, 2000, owns, operates, or produces eligible tobacco on a farm for which a quota reduction from the 1999 crop year to the 2000 crop year occurred. A farm must receive planted and considered planted (P&CP) credit for the 2000 crop year in order to be eligible for a TLAP00 payment. A farm from which quota, either all or part, was transferred by way of spring lease and transfer (L&T), will be eligible because the transferring farm earns P&CP credit by leasing the tobacco away.

The following are the different kinds of eligibility.

- **Owner eligibility** - quota owners are those persons or entities who actually own the land, at the tract level, to which the quota is assigned. Persons who purchase and assign quota to a tract that they do not own will be required to make an arrangement with the actual owner of the tract before approval of CCC-950. A person who is not an owner of the farm to which the quota is assigned is not eligible for an owner payment but may receive a payment by way of an assignment executed according to established procedure.

Example: John is the sole owner of FSN 10. He wants his granddaughter Mary to receive his payment. Mary should not be added to or associated with the farm through the System 36 because she does not meet TLAP00 eligibility requirements and does not share ownership of John's farm. John can assign his payment to Mary or he can give his payment to her after he has received it.

- **Controller eligibility** - controllers are those persons or entities who are in control of the land that is actually used to produce tobacco and who also share in the risk of producing the tobacco on that land. A person not in control of the farm for which an application is made, and who does not also share in the risk of producing the tobacco on that farm, is not eligible for a controller payment but may receive a payment by way of an assignment executed according to established procedure.

Example: Bob owns 1 tract and leases 4 others. The 5 tracts are combined as FSN 30. There is quota on 2 of the 4 tracts he leases and he grows and markets all of the farm's allotment. Bob is eligible for the controller payment for FSN 30, but neither of the persons who own the 2 tracts in the farm that have tobacco quota is eligible for a controller payment.

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2 Important TLAP00 Payment Information (Continued)

A
Eligibility
(Continued)

- **Grower/Tenant eligibility** - growers and tenants are those persons or entities who provide labor to produce the tobacco on the farm for which a TLAP00 application is being made, and who also share in the risk of producing the tobacco for which they provide labor. A person who does not provide labor to produce tobacco and share in the risk of producing that tobacco is not eligible for a grower/tenant payment, but may receive a payment by way of an assignment executed according to established procedure.

Example: Maria, who is ill, owns a farm on which there is tobacco quota. Her son and daughter-in-law grow corn, soybeans, and tobacco on Maria's farm, paying all costs associated with the crops' production and marketing. Maria is not eligible for a grower/tenant payment for the tobacco grown on her farm. However, her son and daughter-in-law have assigned part of the payment to the county in which the farm is located to pay the real estate tax.

Note: Farm laborers who provide service in exchange for a wage and whose wage is not subject to the marketing of the tobacco crop are not considered to have shared in the risk of production.

- **Producer eligibility** - producers are those persons or entities who are actively engaged in planting, growing, harvesting, and/or marketing the tobacco on the farm for which an application has been made or who share in the risk of producing the tobacco on that farm. A person who does not meet any of these listed eligibility requirements is not eligible for a producer payment, but may receive a payment by way of an assignment executed according to established procedure.

Example: Theo cash rents a farm on which there is tobacco quota. He produces and markets that tobacco, and is therefore eligible to receive the producer payment for the farm. The farm's owner, who raises beef cattle on the farm but has nothing to do with producing the tobacco, is not eligible for a producer payment.

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2 Important TLAP00 Payment Information (Continued)

B

Certification

TLAP00 is being implemented as a certification program. Therefore, certifications will be accepted from the best sources available. Thus, for instance, certifications are to be accepted from 1 or more of the owners of a farm as to the identity of the other owners and of those owners' share of the tobacco quota.

Note: Landowners in cases of "heir property" will not be required to produce legal documentation to confirm ownership if such is not readily available. Refer to the September 19, 2000, memo to all TLAP00 State FSA Office SED's for further clarification.

Example 1: FSN 20 is owned by 5 people. If only 3 owners, in agreement, certify to owner shares on a TLAP00 application, those owner's certifications will be accepted without the necessity for supporting documentation and without the certification of the other 2 owners and, if they are otherwise eligible, each of these 3 owners will receive a payment for the share to which she/he certified. However, if all 5 owners certify and disagree about the shares, none of the owners will receive a payment.

Example 2: There are 3 producers on FSN 20. If only 1 producer certifies to producer shares on a TLAP00 application, that producer's certification will be accepted without the necessity for supporting documentation and without the certification of the other 2 producers; and, if that producer is otherwise eligible, she/he will receive a payment for the share to which she/he certified. However, if all 3 producers certify and disagree about the shares, none of the producers will receive a payment.

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2 Important TLAP00 Payment Information (Continued)

C

COC Action

COC shall take the following actions:

- redelegate authority to CED to approve TLAP00 applications when there are not disputed shares and when payments would otherwise not be made by the statutory deadline of October 20, 2000
 - approve hardship applications filed after September 15, 2000, according to the instructions in Notice TB-967
 - send letters to applicants of disapproved applications
 - send letters to applicants who are not eligible for payment because of disputed shares
 - note, initial, and date the justification for any changes to an application in the remarks section of CCC-950.
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4 County Office Action

A

Action to Take Before Making Payments

Before issuing TLAP00 payments, County Offices are to 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 accuracy of payment rates for applicable State and kind of tobacco
 - verify applicant and allocated payment pound information is accurate.
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4 County Office Action (Continued)

**B
Accessing
TLAP00
Payment
Software**

From Menu FAX250, access Menu TLAP00 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.

The following is an example of Menu MNE000.

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COMMAND                                MENU: MNE000                                #1
TOBACCO LOSS ASSISTANCE PROGRAM - TLAP00 MENU
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 1. Display Farm and Tract Data
 2. Print Multiple Farm and Tract Data
 3. CCC-950 Application Processing
 4. Preliminary Payment Calculation/Payment Register
 5. Issuing Payments
 6. Canceling Payments (After Issuing Payments)
 *7. Recording Overpayment/Underpayments
 8. Payment Register (Before Payment Factor Download)
 9. Add Other Producers

21. Return to Application Selection Menu
22. Return to Office Selection Menu
23. Return to Primary Selection Menu
24. Sign Off
Cmd3-Previous                                * Option Currently Not Available

Ready for option number or command
    
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Note: Installing County Transmittal No. 443 will:

- activate options 4, 5, and 6
- add option 8.

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4 County Office Action (Continued)

C

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

Selecting Option 8 will cause a TLAP00 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 TLAP00 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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4 County Office Action (Continued)

D

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

Selecting 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 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.**

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4 County Office Action (Continued)

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

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 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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4 County Office Action (Continued)

E

Option 5, “Issuing Payments”

Selecting 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.

Example: A county displays a “Batch Description” with a payment count 575 flue-cured payments. After the initial batch of 200 has been processed, the “Batch Description” will show a payment count of 375 flue-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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4 County Office Action (Continued)

E

Option 5, Issue payments according to the following table.
“Issuing
Payments”

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...	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”.

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4 County Office Action (Continued)

F

Option 6, “Canceling Payments (After Issuing Payments”

Selecting Option 6 will allow TLAP00 payments to be canceled. The following payments can be canceled using this option.

- If the EFT has not been queued or if the check is available, selecting this option will cancel all payments associated with the farm
- If the EFT has been queued, or if the check is not available, selecting this option will prompt the user to cancel all payments associated with the farm and establish a receivable for each payment.
- If an applicant has been determined to have provided false information or to have misrepresented any facts which then resulted in an incorrect payment.

Note: If a payment is issued, EFT or CCC-184, for the correct amount and to the correct applicant, but has been damaged or did not print correctly, do not use this option to cancel the payment. Use the cancel and reissue option according to 1-FI (Rev. 13). If a check is canceled for the reasons noted here, a replacement payment to any applicant associated with the farm cannot be issued until Main Menu TLAP00, Option 7 has been opened.

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4 County Office Action (Continued)

F

Option 6, Cancel payments according to the following table.
“Canceling
Payments (After
Issuing
Payments”

Step	Action		Result
1	On Menu MNE000: • ENTER “6” • PRESS “Enter”.		Screen MNT60201 will be displayed
2	Enter a farm number and field exit. Enter the number of the tobacco kind selected and PRESS “Enter”.		Screen MNT60202 will be displayed.
3	IF the farm number displayed on this screen is...	THEN...	
	correct	<ul style="list-style-type: none"> • ENTER “Y” to the question, “Is this the correct application?” • PRESS “Enter”. <p>Note: Selecting “Y” will cancel all payments associated with the farm’s application</p> <ul style="list-style-type: none"> • Payments will be canceled according to 1-FI (Rev.13). 	Screen ANK52040 will be displayed.
	not correct	<ul style="list-style-type: none"> • ENTER “N” to the question, “Is this the correct application?” • PRESS “Enter”. 	Screen MNT60201 will be redisplayed.

5 Action

A

State Office The State Office shall ensure that County Offices follow this notice.
Action

TLAP00 Payment Rates

State	Tobacco	Allocation and Payment Rate			
		Owner	Controller	Grower/Tenant	Producer
Alabama	Flue-Cured	.107294	N/A	N/A	.107294
	Burley	.080745	.028547	.028633	N/A
Arkansas	Burley	1.447826	1.534562	1.539171	N/A
Florida	Flue-Cured	.111490	N/A	N/A	.111490
Georgia	Flue-Cured	.113164	N/A	N/A	.113164
	Burley	.197646	.074821	.074839	N/A
Indiana	Burley	.272778	.199142	.199142	N/A
Kansas	Burley	.280221	.190574	.190574	N/A
Kentucky	Burley	.275126	.223603	.223603	N/A
Missouri	Burley	.275463	.241581	.241581	N/A
North Carolina	Flue-Cured	.136755	N/A	N/A	.136755
	Burley	.091236	.031992	.031992	N/A
Ohio	Burley	.259245	.182234	.182234	N/A
Oklahoma	Burley	.429124	.451220	.452575	N/A
South Carolina	Flue-Cured	.110695	N/A	N/A	.110695
Tennessee	Burley	.274376	.134017	.134017	N/A
Virginia	Flue-Cured	.156750	N/A	N/A	.156750
	Burley	.103174	.052481	.052481	N/A
	Dark Fire-Cured	.102654	.103683	.103683	N/A
West Virginia	Burley	.277056	.099354	.099355	N/A
Wisconsin	Cigar Binder	.104800	N/A	N/A	.104800