

For: AL, GA, NC, and VA State and County Offices

Tobacco Loss Assistance Program 2000 (TLAP00) Supplemental Payments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-978 provided instructions for issuing initial TLAP00 payments. The statutory disbursement window was October 1 through October 20, 2000.

Subsequently, the Secretary has determined that supplemental payments for certain burley tobacco States will be made.

Software to disburse supplemental payments will be included in County Release No. 445-S.

B

Purpose

This notice provides:

- instructions for processing supplemental TLAP00 payments
 - eligible kind of tobacco to receive supplemental payments
 - eligible States to receive supplemental payments
 - supplemental payment rates.
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<p>Disposal Date</p> <p>April 1, 2001</p>	<p>Distribution</p> <p>Above State Offices; State Offices relay to County Offices</p>
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Notice TB-983

2 Basic Provisions

A

Eligible Kind of Tobacco

Supplemental TLAP00 payments shall be made to burley tobacco farms that were approved for initial payments.

B

Eligible States

Eligible States are:

- Alabama
 - Georgia
 - North Carolina
 - Virginia.
-

C

Payment Rates

Payment rates are shown in Exhibit 1.

D

Disbursement Date

Supplemental TLALP00 payments shall be made no later than November 3, 2000.

3 County Office Action

A

Eligible Person

County Offices shall make supplemental payments to an eligible person who has received an **initial** TLAP00 payment made through option 5, "Issuing Payments", on the Main TLAP00 Menu.

Note: If the County Office determines that a farm is in an underpayment situation because an eligible applicant was not party to the original application, that applicant is to be added to the farm and an **initial** payment made by using option 7, "Recording Overpayment/Underpayments", on the Main TLAP00 Menu.

Example: TLAP00 payments were made to 5 approved applicants on FSN 47 on October 16, 2000. Lucy Jones, a grower/tenant on that farm, had not applied for TLAP00 at the time these payments were made. When Lucy did apply, she certified to the hardship that had prevented the timely filing of her application; and DAFP approved her application. An **initial** TLAP00 payment must be made to Lucy before a supplemental payment can be made.

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3 County Office Action (Continued)

B
Incorrect
Payments

County Offices shall correct any TLAP00 payment errors that were made through option 5, "Issuing Payments", on the Main TLAP00 Menu.

Note: "TLAP00 Supplemental Payment Information" software cannot be used to correct errors. If the County Office determines that an incorrect **initial** payment was made to an applicant, that payment is to be corrected and an additional **initial** payment made through option 7, "Recording Overpayment/Underpayments", on the Main TLAP00 Menu before issuing a supplemental payment.

Example: TLAP00 payments were made to 3 approved applicants on FSN 28 on October 4, 2000. John Craft, an owner, told the County Office that he thought his payment was too small. Upon review, the County Office determined that John's **initial** payment had been made on quota poundage allotment of 546 pounds, when in fact his quota poundage allotment was 1,546 pounds. The underpayment situation must be corrected and an additional **initial** payment made to John before a supplemental payment can be made.

C
Accessing
Supplement
Payment
Software

County Offices shall access the supplemental payment options 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 "8", "Supplemental Payment Options", and PRESS "Enter".

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3 County Office Action (Continued)

C Accessing Supplement Payment Software (Continued)

The following is an example of Screen MNT80000.

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TLAP SIGN UP          147-PRINCE EDWARD          MNT80000
TOBACCO LOSS ASSISTANCE PROGRAM          Version: AC97  10-24-00  9:45 Term #2
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Supplemental Payment Options

1. Preliminary Payment Calculation/Payment Register
2. Issuing Payments
3. Canceling Payments (After Issuing Payments)
4. Recording Overpayment/Underpayments

Enter number of your selection

Press "Enter" To Continue          Cmd7=End of Job
```

Note: Installing County Transmittal No.445-S will:

- delete option 8, "Payment Register (Before Payment Factor Download)"
- add option 8, "Supplemental Payment Options".

D Action to Take Before Making Supplemental Payments

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

- using option 7 on the Main TLAP00 Menu, make corrections to **initial** payments, where necessary
- using option 1 on Screen MNT80000, print the Preliminary Payment Calculation/Payment Register after supplemental payment rate download.
 - Verify accuracy of payment rates for applicable State (Exhibit 1).
 - Verify that applicant and allocated payment pound information is accurate.

Note: County Offices must use the overpayment/underpayment process, which is available on the Main TLAP00 Menu, to make necessary corrections discovered on the payment register.

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3 County Office Action (Continued)

E

Option 1, “Preliminary Payment Calculation/ Payment Register”

County Offices shall, after supplemental payment rates have been downloaded, select option 1 on Screen MNT80000, which will cause a TLAP00 supplemental Preliminary Payment Calculation/Payment Register to print. The register may be printed for either all burley farms in a county or for a single burley farm. County Offices may use this register to verify the accuracy of TLAP00 data. Errors found in reviewing the register must be corrected through option 7, “Recording Overpayment/Underpayments”, on the Main TLAP00 Menu.

- Verify payment rates shown on the register, by applicable State, 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 that was run before supplemental payments are issued.
 - The register may be printed as often as necessary.
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F

Option 2, “Issuing Payments”

County Offices shall select option 2 on Screen MNT80000, which will allow supplemental TLAP00 payments to be issued as either EFT’s or CCC-184’s, as applicable, and will print payment transaction statements.

Note: The message, “No supplemental Payment Rate Record for your state; Option unavailable.” will be displayed if option 2 is selected by a State for which supplemental payments are not applicable or if the supplemental payment rate has not been downloaded.

G

Option 3, “Canceling Payments (After Issuing Payments)”

County Offices shall select option 3 on Screen MNT80000, which will allow supplemental TLAP00 payments to be canceled. If a supplemental payment is issued for the correct amount and to the correct applicant, but was damaged or did not print correctly, **do not** use this option to cancel the payment. Use the accounting cancel and reissue option according to 1-FI.

Note: Option 3 on Screen MNT80000 is only to be used when CCC-184 is still in the County Office or that EFT has not been transmitted. Otherwise, option 4 on Screen MNT80000 is to be used.

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3 County Office Action (Continued)

H

**Option 4,
“Recording
Overpayment/
Underpayments”**

County Offices shall select option 4 on Screen MNT80000, which will allow supplemental TLAP00 payments to be corrected, by either issuing additional supplemental payments or establishing receivables.

Note: This option will not function for a selected farm unless a supplemental payment has been issued for that farm.

4 State Office Action

A

**Supplemental
Payments**

State Offices shall ensure that County Offices disburse supplemental payments:

- according to this notice
 - no later than November 3, 2000.
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B

Notifying TPD

State Offices shall notify TPD at 202-720-2715 if a County Office is unable to disburse supplemental payments by November 3, 2000.

Supplemental Burley Payment Rates

State	Owner	Controller	Grower/Tenant
Alabama	.242483	.085727	.085727
Georgia	.075993	.028768	.028786
North Carolina	.228091	.079981	.079981
Virginia	.171957	.087468	.087469
