

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Special Programs
1-SP (Revision 1)

Amendment 2

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Revision

Subparagraph 16 C has been amended to reference reasons that FSA-229-1's or payments may be disapproved.

Subparagraph 16 D has been amended to include 1-PL as a reference.

Subparagraph 27 A has been amended to clarify that FSA-232 amounts count toward the \$65,000 payment limitation.

Subparagraph 28 A has been amended to provide that mailings of FSA-230's are at the discretion of FSA State Office depending on available staff resources.

Subparagraph 42 E has been amended to clarify that recertified petitions are assigned a new petition number for subsequent years.

Subparagraph 44 A has been amended to provide that the FAS petition registry lists **only** certified petitions and omits any submitted, but not certified.

Paragraph 51 has been amended:

- to remove Alaska State Office direction because it no longer applies
- provide that FSA-229-1's are submitted in the producer's Administrative County Office.

Subparagraph 52 A has been amended to remove reference to any actively engaged requirements.

Subparagraphs 52 B and 72 C have been amended to:

- remove reference to actively engaged, cash-rent tenant, and permitted entity for both 2008 and 2009 in the tables of eligibility provisions
- add a footnote to the entries for Conservation Compliance to clarify that applicants are compliant if they are without land association.

Amendment Transmittal (Continued)

A Reasons for Revision (Continued)

Subparagraph 53 C has been amended to clarify that tax records may be acceptable documentation, if they show price received.

Subparagraph 53 D has been added to establish that:

- County Offices shall review any submitted price and production documentation to ensure that it relates to the appropriate certified commodity and crop year
- County Offices may elect to copy and retain copies at the time the documents are submitted, but there is no requirement to copy or retain copies of documentation
- documentation is required to be copied and retained **only** for applicants selected for spot check.

Subparagraph 55 A has been amended to:

- remove reference to the actively engaged requirement
- identify CCC-502, CCC-901, or CCC-902 items or parts that are required to be completed
- add a statement about required documentation when members of joint ventures or partnerships apply as individuals.

Subparagraph 72 A has been amended to:

- remove reference to any actively engaged and permitted entity requirements
- clarify combined producer files for 2008 and 2009 and subsequent crops.

Subparagraph 72 B has been amended to edit the farm-plan forms and applicable items/parts that are referenced in subparagraph 55 A.

Subparagraph 73 C has been amended to:

- remove the reason codes for actively engaged and cash-rent tenant provisions
- renumber the remaining codes
- remove the separate code for FCIC fraud.

Subparagraph 73 D has been amended to:

- switch the order of events 3 and 4 in the table for conformity to their numbering in the application software
- remove the event 4 inference that a travel reimbursement is needed to be eligible for additional training or payments
- remove the words “after notification by FAS” from event 5.

Amendment Transmittal (Continued)

A Reasons for Revision (Continued)

Subparagraph 74 A has been amended to reflect that travel reimbursements are processed **only** through web-based software and **not** entered into the Excel files.

Subparagraph 75 B has been amended to remove the words “and initials” from the FAS process used to disapprove payments.

Subparagraph 76 A has been amended:

- for clarity by referencing “Hot Links” at the URL for the Excel file
- to specify in the first bullet that FSA-229-1’s are entered into **only** 1 Excel spreadsheet to be used for FSA-229-1’s under 1 or more petitions and under 1 or more FY’s.

Exhibit 6 has been amended to list certified commodities.

Page Control Chart		
TC	Text	Exhibit
	2-1 through 2-14 2-17, 2-18 2-43, 2-44 2-47 through 2-64 2-71 through 2-78 2-103, 2-104 2-107 through 2-112 2-115, 2-116 2-119, 2-120 2-123, 2-124	1, pages 1, 2 6, page 1

Part 1 Trade Adjustment Assistance (TAA) for Farmers Program**Section 1 General Provisions and Responsibilities [7 CFR Part 1580]****16 General Provisions****A Purpose**

This part provides State and County Offices with policy and procedures for administering the TAA for Farmers Program.

B TAA for Farmers Funding

The statute authorizes an appropriation of not more than \$90 million per FY for 2009 and 2010 FY's, and \$22.5 million for the period beginning October 1, 2010, and ending December 31, 2010.

Appropriated funds will be used for various costs of administering TAA for Farmers, including costs of software development and maintenance, training by instructors under contract, and staffing costs of FAS, FSA, ERS, and NIFA.

C Program Availability

Any group of agricultural commodity producers may petition the FAS Administrator for a determination of eligibility for TAA for Farmers benefits.

After FAS-930 has been certified (approved for benefits) for a commodity, individual producers of the commodity may apply at their local County Office for cash benefits. Producers who otherwise meet the production or price requirements for benefit eligibility are:

- eligible for educational assistance (business-plan training) even if they cannot receive cash payments because of payment limitation
- ineligible for educational assistance if they exceed AGI limits for the program year
- *--see subparagraph 73 C for reasons that FSA-229-1's or payments may be disapproved.--*

16 General Provisions (Continued)

D Related Handbooks

Handbooks related to TAA for Farmers include:

- 1-CM for signatures; estates, trusts, or minors; controlled substance violations, and fraud provisions
- 61-FI for prompt payment provisions
- *--1-PL and 4-PL for payment limitations and AGI--*
- 3-PL for web-based subsidiary files
- 6-CP for HELC/WC.

E Related TAA for Farmers Web Sites

The following web sites provide information used to administer TAA for Farmers.

Web Site Content	Web Address
eForms	http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home
<ul style="list-style-type: none"> • General TAA for Farmers information. • Numbers for certified petitions. 	www.fas.usda.gov/itp/taa/taa.asp
TAA for Farmers regulations.	www.gpoaccess.gov/ecfr , using the “Browse” drop-down menu, CLICK “Title 7 - Agriculture”, under “Browse Parts”, CLICK “1500-1599”, and CLICK “1580”.
U.S. Court of International Trade	www.cit.uscourts.gov
HTS	www.usitc.gov/tata/hts/bychapter/index.htm
FSA-maintained county prices.	http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html ; under Production Adjustment & Disaster Programs, CLICK “NCT - National Crop Table (year as applicable)” Note: eAuthentication user ID and password are required to access national crop tables.
CFFM training dates and locations.	www.taaforfarmers.org

17 Agency Responsibilities

A Responsibilities

The following table lists agency responsibilities for TAA for Farmers.

Agency	Responsibility
CFFM	Oversees technical education to each producer of an approved FAS-930 who submits FSA-229-1. Educators will be under contract with CFFM.
ERS	Conducts a market study and economic analysis of each filed FAS-930 to determine whether or not increases in imports contributed importantly to declining prices, cash receipts, or production.
FAS	<p>Has overall management responsibility for TAA for Farmers, including program regulations and appeals. Receives, analyzes, and reviews FAS-930's and determines and announces commodity eligibility for TAA for Farmers benefits.</p> <p>Provides all benefit or eligibility disapproval decisions. Accepts and remediates appeals of all disapproval actions.</p> <p>Assists potential petitioners to complete FAS-930.</p>
FSA	<p>According to FAS policy, implements TAA for Farmers by:</p> <ul style="list-style-type: none"> • assisting producers to complete and submit FSA-229-1's • providing outreach service to petitioners and producers by providing program information and services, including possible mailing of written notices of TAA for Farmers benefits to producers believed covered by a certified FAS-930 • entering FSA-229-1's into TAA for Farmers Excel spreadsheet or web-based software, as applicable; payment disbursement; and payment servicing, including reporting to IRS.

18 STC and County Office Responsibilities and CCC-770 TAAF's

A STC Responsibility

STC's shall supervise and monitor TAA for Farmers to ensure that policies and procedures in this handbook are being uniformly followed by County Offices.

B COC Responsibility

COC's shall:

- inform potential petitioners of the commodity approval process, if requested
- administer TAA for Farmers at the county level under STC supervision
- inform TAA for Farmers applicants about benefits and eligibility requirements
- approve FSA-229-1's (all disapprovals will be made by FAS)
- refer to FAS, FSA-229-1's, business plans, and payments that cannot be approved by FSA.

Responsibilities are listed in detail in CCC-770 TAAF (subparagraph 34 C).

Note: COC may delegate the authority to approve FSA-229-1's to CED or designee. * * *

19-25 (Reserved)

27 Payment Limitations [7 CFR 1580.301(e) and 1580.302(j)]**A Two Payment Limitations**

TAA for Farmers payments for FSA-232's and business plans are applicable to the counter-cyclical:

- payment limitation of \$65,000 per crop year for 2008-crop commodities
- and ACRE-option payment limitation of \$65,000 per crop year for 2009 and subsequent crop commodities.

TAA for Farmers payments for business plans **cannot** exceed \$12,000 within any 36-month period following FAS-930 certification. FSA-232 amounts do **not** count toward the \$12,000 *--36-month limit, but do count toward the \$65,000 payment limitation.--*

Note: Producers who meet the production or price requirements for TAA for Farmers benefit eligibility, but who are ineligible for cash payments because of payment limitation are eligible for educational assistance (business-plan training).

B Payment Limitation Calculations

Payment limitations are applied by program software. County Offices do **not** calculate any payment reductions resulting from the limitations.

Note: For FSA-229-1's submitted before web-based software is functional (and the Excel spreadsheet is being used) the applicant's remaining payment limit is manually determined and entered into the Excel spreadsheet.

28 TAA for Farmers Program Outreach to Producers

A Providing Producer Information

*--As part of the outreach to producers, State or County Offices may mail a completed FSA-230 to all known producers in their State covered by a certified FAS-930. The State price support specialist, or another staff designated by SED, shall coordinate any mailings of FSA-230's with staff of appropriate County Offices.

State Offices shall decide whether they or County Offices shall mail FSA-230's according to available staff resources.--*

See subparagraph B for an example of FSA-230.

According to 25-AS, Exhibit 51.6, file copies of FSA-230's in file OUTF 5, "Notifications".

State and County Offices shall use the CFFM web site (see subparagraph 16 E) to be aware of the dates and locations of initial training sessions. If possible, it is recommended that County Office staff attend these initial training sessions to assist any producers in completing FSA-232's. Travel expenses for producers are reimbursed only for the initial training session of 2 to 3 hours.

42 Petitioning for TAA for Farmers Benefits [7 CFR 1580.201]**A Petition Period**

The FAS Administrator accepts FAS-930's only during a period as announced by notice in FR.

FAS-930's received after the end of the announced petition period will be returned to the sender. If the last day of the petition period falls on a weekend, FAS-930's will be accepted the next workday.

B Submitting FAS-930's

COC shall:

- instruct petitioners to submit FAS-930 to FAS according to instructions provided on FAS-930
- **not** accept FAS-930's in the FSA County Office.

To assist petitioners to understand the TAA for Farmers Program and correctly submit FAS-930 on behalf of producers, COC shall advise petitioners to access the web site at **www.fas.usda.gov/itp/taa/taa.asp** for general information about the TAA for Farmers Program.

C FAS-930 Receipt and Acceptance [7 CFR 1580.202]

FAS will:

- review submitted FAS-930's for general appropriateness, accuracy, and timeliness
- return FAS-930's that fail to meet minimum general requirements
- publish notice in FR that:
 - FAS is reviewing an accepted FAS-930's to determine the commodity's eligibility for TAA for Farmers benefits
 - within 10 calendar days of the date of FR notice, producers residing outside of the impacted area identified in FAS-930 may file to become a party to the request for benefits; following these requests, FAS Administrator may:
 - amend the original FAS-930 to expand the impacted area or include other producers
 - establish the request as a separate FAS-930's.

42 Petitioning for TAA for Farmers Benefits [7 CFR 1580.201] (Continued)**D FAS-930's Review and Certification (Approval) [7 CFR 1580.203]**

ERS conducts a market study of each accepted FAS-930's to:

- verify the decline in producer prices
- assess possible causes, taking account of any special factors that may have affected prices of the commodity in FAS-930.

Based on FAS-930 review by ERS, FAS Administrator may:

- disapprove FAS-930
- certify FAS-930 as approved.

FAS notifies the petitioner of approval or disapproval by notice in FR.

FAS-930 certification date is:

- the earlier of the date of the FR notice or press release by which the FAS Administrator announces a certification of eligibility
- no later than 40 calendar days after FAS-930 acceptance date.

E Subsequent Year FAS-930's [7 CFR 1580.401]

The FAS Administrator may recertify FAS-930 based on data provided for the most recent MY by the original petitioner for the commodity.

To have the original FAS-930 recertified, petitioners may submit price information at any time, but no later than 1 year from the certification by FAS of the previous approved FAS-930.

Only eligible producers who did not receive training or payments under the original FAS-930 may apply for benefits under a recertified FAS-930.

--Software will handle recertified petitions as new petitions by assigning a new petition number to the recertified petitions.--

44 Online Petition Registry

A Petition Registry Location

FAS maintains a registry of approved * * * commodity petitions for TAA for Farmers at www.fas.usda.gov/itp/taa/taa.asp.

B Registry Content

For approved FAS-930's, the online registry provides:

- commodity petition number assigned by FAS
- the impacted States
- FAS-930 filing date
- FAS-930 approval (certification) date
- deadline for producer FSA-229-1's
- market prices used for calculating the payment rate.

For disapproved FAS-930's, the registry explains the reasons for denial in the "Notes" column.

45-50 (Reserved)

Section 4 Filing FSA-229-1's and Producer Eligibility

51 Submitting FSA-229-1's

*--A Where to File

Applicants in all States shall submit FSA-229-1 in the producer's Administrative County Office.--*

* * *

B Who May Submit FSA-229-1's

FSA-229-1's may be submitted by:

- any individual meeting the eligibility requirements explained in paragraph 52
- an entity meeting eligibility requirements such as a partnership, corporation, trust, etc., but only if individual members of that entity are **not** applying as individuals; if an entity is approved for payments, the payments will be disbursed to the entity and reported according to the entity's TIN
- an entity member applying as an individual if the applicant meets the eligibility requirements explained in paragraph 52, but only if the entity is **not** applying; payments will be disbursed to the individual and reported according to the individual's TIN
- husbands and wives separately.

When members of entities, or husbands and wives separately, apply for TAA for Farmers training and payments, they must individually attend the training and must individually develop and submit business plans to receive separate payments.

51 Submitting FSA-229-1's (Continued)**B Who May Submit FSA-229-1's (Continued)**

Individuals are permitted to authorize a family member on FSA-229-1 to attend the required training session.

Applicants who **cannot** attend the scheduled training are permitted to authorize an alternative family member or an entity representative to attend the required initial or intensive training sessions. Using FSA-229-1, item 13 to identify a primary and/or secondary alternate person to attend training in the place of the applicant is optional.

Any person authorized by the applicant to attend TAA for Farmers training on behalf of the applicant is permitted to represent **only 1** applicant, regardless of whether the applicant is an individual or an entity.

It is the responsibility of TAA for Farmers applicant to assure that any authorized person will represent **only** the applicant and **no other** TAA for Farmers applicant.

FSA-229-1's may be disapproved by FAS if an authorized alternate is found to be representing more than one TAA for Farmers applicant.

52 **Producer Eligibility Requirements [7 CFR 1580.301]**

A General Eligibility

To be eligible for TAA for Farmers benefits, applicants must:

* * *

- at the option of STC, provide acceptable identification issued by a State or Federal Government agency
- provide to FSA, TIN that is **not** temporary
- provide acceptable documentation to verify the production and quantity of the commodity entered on FSA-229-1 and satisfy the eligibility requirements listed under Part C
- be a U.S. citizen or a lawful alien possessing a valid I-551 (1-PL, paragraph 235)
- comply with AGI requirements that establish the following applicant income limits for eligibility:
 - for 2008-crops, the applicant’s average AGI for 2005-2007 shall average \$2.5 million or less
 - for 2009 and subsequent crops, the applicant’s average adjusted gross nonfarm income must be \$500,000 or less, and average adjusted gross farm income must be \$750,000 or less for the 3 taxable years preceding the most immediately preceding complete taxable year for which the petition is certified; following are examples of selecting the correct years for which AGI is averaged

Crop Year of Approved TAA for Farmers Commodity	3 Years for Which AGI is Averaged for Determining AGI Compliance
2008	2005, 2006, 2007
2009	2005, 2006, 2007
2010	2006, 2007, 2008

- submit a properly completed FSA-229-1 and the following, as applicable:
 - CCC-526 or CCC-926 according to subparagraph 54 A
 - *--CCC-502, according to subparagraph 55 A (including member information if requested).--*

Minors may submit FSA-229-1’s if requirements in 1-CM, paragraph 882 are met.

52 **Producer Eligibility Requirements [7 CFR 1580.301] (Continued)**

B Payment Eligibility

FSA payment eligibility software operates differently for 2008-crop payments than for 2009 and subsequent crops because of changes provided by the Food, Conservation, and Energy Act of 2008. Use the following summary table as a guide to applicable eligibility requirements based on the crop year of a certified TAA for Farmers commodity.

TAA for Farmers Eligibility Provision	2008 Crop	2009 and Subsequent Crops
***	***	***
AD-1026	Yes	Yes
AGI Limits	\$2.5 Million	Nonfarm Income \$500,000 and Farm Income \$750,000
***	***	***
Conservation Compliance	*--Yes <u>1</u> /	Yes <u>1</u> /--*
Controlled Substance	Yes	Yes
Counter-Cyclical and TAA for Farmers Pay Limits	Yes	Yes
DCIA	No	No
Federal Crop Insurance	No	No
Federal Crop Insurance Fraud	Yes	Yes
Foreign Person	Yes	Yes
NAP Non-Compliance	No	No
***	***	***
Person	Yes	No
SDA, Beginning Farmer, Limited Resource Producer	No	No
State/Local Government Entity	Yes	No

Note: Producers who satisfied TAA for Farmers eligibility requirements, but who are ineligible for cash payments because of payment limitation are **eligible** for educational assistance (business-plan training).

--1/ Applicants are compliant if they are without land association.--

C Ineligible Applicants

Applicants ineligible for training and payments are producers who:

- do **not** submit a completed FSA-229-1 by deadline
- have **not** satisfied 1 of the 3 eligibility options on FSA-229-1
- have violated HELC/WC provisions according to 6-CP
- have a controlled substance violation according to 1-CM, Part 30
- have a temporary TIN
- did **not** share in the risk of producing the applicable commodity
- exceed AGI limits.

52 Producer Eligibility Requirements (Continued)**I Eligibility Determinations based on USDA Official County Prices (Continued)**

Producer M is eligible because the USDA county price on the date FAS-930 was filed was less than the average of USDA official county prices for the commodity for the immediately preceding 3 years.

TAA for Farmers regulations provide that if USDA county prices are not available, producers may document prices from other verifiable sources under this option.

If the County Office has reason to doubt official prices entered by the producer, many commodity MY prices can be obtained as follows:

- go to FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa>
- under “Links”, CLICK “**FSA Applications**”
- under the “Production Adjustment & Disaster Programs”, CLICK “**NCT - National Crop Table**” for 2001-2008 or 2009-2010, as applicable, that will provide prices for the 3 MY’s before FAS-930 filing date.

53 Acceptable Documentation**A Acceptable Production Documentation**

Production evidence must be provided within the application period. It is **not** the responsibility of County Office staff to compute production quantities from multiple documents provided. Documents must show that production occurred in both of the following:

- certified MY or period
- at least 1 of the immediately 3 prior MY's.

Acceptable production documentation can include:

- copies of sales receipts
- invoices that show quantity
- scale or delivery tickets.

In circumstances, as determined by CED * * *, FSA may accept as production evidence for the commodity, a signed, dated statement (see subparagraph B for an example) from another party, such as a ship captain or business partner, if the applicant:

- was paid in cash based on an agreed share of the production
- was at risk in producing the commodity
- does not have conventional evidence of production, such as sales receipts.

This statement of production provided by a third party shall specify:

- name of the crew member or partner
- total production of the commodity before any distributions
- weight or share of production distributed to each member, such as ship crew member
- crop year of the production
- for fish, basis of the weight, such as head-on, head-off.

53 Acceptable Documentation (Continued)

B Example Statement

The following is an example of the type of production evidence that can be supplied by applicants who were paid in cash for their share of production, but who were not involved in selling the crop. This example provides an example of what needs to be included, according to subparagraph A.

Share of TAA for Farmers Commodity Production Provided to Employees by Cash Payment			
The undersigned employer certifies that the individuals identified in item 3 received payment on the basis of the production share entered in either item 5a or 5b for the commodity identified in items 2a-c. The undersigned additionally certifies that employees who were compensated by daily, weekly, or seasonal cash wages regardless of production are excluded from this list.			
1. Employer Name and Address		2a Commodity:	
		2b Crop Year:	
		2c State where Marketed:	
3. Employee/Crew Member Name	4. TIN	5. Production (Enter either weight or percent of total production that was basis of employee payment. Explain entries in remarks section.)	
		A. Weight:	B. Share (%)
6 Company (Boat) Name:			
7A. Signature of Employer:			7B Date:
8. Remarks.			

53 Acceptable Documentation (Continued)

C Acceptable Price Documentation

If an applicant establishes eligibility for TAA for Farmers by satisfying 1 of the price requirements as described in subparagraph 52 H or I, then the producer must provide documentation of such prices within the application period announced for the commodity.

Producers are **not** required to provide any documentation about prices received for the certified commodity if they establish eligibility based **only** on production records.

Acceptable documentation of prices received can include:

- copies of sales receipts
- invoices that show price
- *--tax records that show price received--*
- supporting documents provided by certified public accountant or attorney.

FSA staff is **not** responsible for:

- researching and obtaining official USDA prices to be used by producers to establish payment eligibility
- validating producer entries by recalculating price averages or production quantities from producer records.

***--D Retaining Price and Production Documentation**

With the production and/or price documentation required of applicants to support their eligibility, FSA County Office staff:

- shall review the documentation to establish that it is for the relevant commodity and crop years under the petition
- at the time documentation is submitted, may elect to copy and retain the documentation at the option of the County Office staff
- are not required to copy and retain copies of the documentation in the applicant's folder
- shall advise the applicant that, if the applicant is selected for spot check, the documentation must be resubmitted, will be copied, and copies will be retained by FSA.--*

54 Documenting AGI Certification

A General Certification Requirement

Complying with average AGI limitations is an eligibility requirement for both TAA for Farmers training and payments. For 2009 and subsequent crops, all TAA for Farmers applicants **must** certify their compliance with AGI requirements and **must** submit CCC-927 or CCC-928, as applicable, to IRS.

FSA will determine AGI compliance for:

- 2008-crop benefits based on CCC-526; applicants may be requested to document the AGI certification if:
 - selected by the county * * * for spot check
 - FSA determines that further verification is needed
- 2009 and subsequent-crop benefits based on CCC-926 and information provided to FSA by IRS based on CCC-927 or CCC-928, as applicable, submitted to IRS by the applicant.

Use the following table to determine which forms are required to be submitted to either FSA or directly to IRS, based on the crop-year of the TAA for Farmers petition certification.

Crop Year of TAA for Farmers Commodity Petition Certification	
IF for...	THEN producers submit the following...
2008-crop petitions	to FSA, CCC-526.
2009 and subsequent-crop petitions	<ul style="list-style-type: none"> • to FSA, CCC-926 • to IRS for: <ul style="list-style-type: none"> • individuals, CCC-927 • entities, CCC-928.

B Native American Waiver

Native Americans applying for TAA for Farmers must certify to AGI compliance. However, for Native Americans exempt from Federal taxes, DAFP has waived the requirement that any documentation that may be requested from such individuals under subparagraph A must be based on Federal income tax returns.

Native Americans who are exempt from Federal taxes may document their AGI certification using certified public accountant or attorney-submitted documentation that is not based on a Federal tax return.

55 Producers Applying for Benefits

A Producer Request for TAA for Farmers Benefits

Producers of certified commodities request benefits by submitting:

- FSA-229-1
- AD-1026
- *--either of the following according to 1-FI, Part 3:
 - SF-1199A for direct deposit
 - FFAS-12 for a hardship waiver request for EFT
- for 2008 crops, the applicable CCC-502, if not already on file, which is for:
 - individuals, CCC-502A, items 1 through 11, 18, and 19 (check and sign), or CCC-502EZ, items 1 through 8 and 14
 - joint venture or general partnership, CCC-502B, only items 1 through 14, 21, and 22
 - corporations, limited partnerships, or similar entities CCC-502C, only items 1 through 14, 21, and 22
 - estate or trust, CCC-502D, only items 1 through 14, 21, and 22
 - for certifying AGI, CCC-526
- for 2009 and subsequent crops:
 - an entity, CCC-902E, Parts A, B, and C, and sign in Part L (supplement with CCC-901, if required)
 - an individual, CCC-902I Short Form, only parts A, B, and F
- for certifying AGI, CCC-926 for 2009 and subsequent crops.

A member of a joint venture or partnership may apply as an individual for TAA for Farmer benefits, in which case the applicant may document eligibility by submitting the production records and applicable CCC-502 of the joint venture or partnership.--*

55 Producers Applying for Benefits (Continued)**B Acceptable Methods for Submitting Documents**

Applicants may submit forms at the FSA office where the producer's records are maintained as follows:

- in person
- as an e-mail attachment
- by FAX.

C One FSA-229-1 Per FAS-930

Producers may apply and are eligible for benefits under only one FAS-930. Once benefits are provided to a producer, subsequent TAA for Farmers benefits will be blocked and the status of any subsequent FSA-229-1 submitted shall be set to "Refer to FAS" for disapproval by FAS.

56 FSA-229-1 Deadlines**A Deadlines for Submitting Initial FSA-229-1 and Documentation**

For each approved FAS-930, FAS establishes a 90-calendar-day application period that is announced by press release and issued in an SP notice to FSA offices. Generally, the application period begins the day FAS-930 certification is published in FR.

See Exhibit 6 for information about FAS-930 that has been approved.

Producers are required to submit FSA-229-1 and all documentation needed to determine their eligibility for benefits by the application deadline.

Complying with the application deadline is **required** for the following reasons:

- County Offices must enter FSA-229-1 information into the Excel spreadsheet or web-based software, as applicable, within **3 workdays** after the close of the application period
- State TAA for Farmers specialists must send any Excel spreadsheet-recorded information to CFFM at **taainfo@umn.edu** within **5 workdays** after the close of the application period.

56 FSA-229-1 Deadlines (Continued)

A Deadlines for Submitting Initial FSA-229-1 and Documentation (Continued)

Although FSA shall encourage applicants to submit all forms within the 90-calendar-day period applicable to FSA-229-1, the only deadline that legally applies to TAA for Farmers applicants is that by the last day of the 90-calendar-day application period, the applicant must submit or have on file:

- FSA-229-1
- evidence of production or prices needed to determine eligibility under 1 of the 3 options
- the following as applicable:
 - *--CCC-502A, CCC-502B, CCC-502C, CCC-902E for an entity, or CCC-902I Short Form for an individual--*
 - CCC-526 or CCC-926
- completed AD-1026.

B Requirements for Payment Documentation

The following documents or notifications are not required by the application deadline but must be submitted before disbursement of payments, as applicable:

- SF-1199A or FFAS-12
- notification from NIFA of having attended initial training for travel reimbursement
- notification from NIFA of having submitted initial and/or long term business plans recommended for approval.

C Processing Late/Incomplete FSA-229-1's

FSA-229-1's that that are submitted:

- after the 90-calendar-day application period shall be accepted, entered into the TAA for Farmers Excel spreadsheet or web-based software, as applicable, and referred to FAS for disapproval
- within the 90-calendar-day application period, but without documentation to establish eligibility shall be accepted, entered into the TAA for Farmers Excel spreadsheet or web-based software, as applicable, and referred to FAS for disapproval after the 90-calendar-day application period.

72 **Entering Information Into SCIMS**

A Required Producer Eligibility Information

County Offices shall:

- enter applicant into SCIMS according to 1-CM, if not previously entered

* * *

- set the following eligibility flags according to 3-PL:
 - “Person” for 2008-crop commodities **only**
 - “AGI” from CCC-526 or CCC-926, as applicable
 - “Conservation Compliance”
- *--update the combined producer and joint operation files, as applicable, for 2008-crop commodities **only**
- update the combined producer files about common attribution for 2009 and subsequent commodities.--*

72 Entering Information Into SCIMS (Continued)

B Information Sources

For TAA for Farmers applicants applying for the first time, enter information from the applicable forms, as follow:

- AD-1026
- *--CCC-502A, CCC-502B, CCC-502C, CCC-902E for an entity, or CCC-902I Short Form for an individual
- CCC-526 or CCC-926
- FFAS-12 or SF-1199A.

Note: See subparagraph 55 A for the items/parts of the forms to be used.--*

C Eligibility Rules

The following eligibility rules may apply differently depending on the certified MY of the TAA for Farmers commodity.

TAA for Farmers Eligibility Provision	2008 Crop	2009 and Subsequent Crops
***	***	***
AD-1026	Yes	Yes
AGI Limits	\$2.5 Million	Nonfarm Income \$500,000 and Farm Income \$750,000
***	***	***
Conservation Compliance	*--Yes <u>1</u> /	Yes <u>1</u> /--*
Controlled Substance	Yes	Yes
Counter-Cyclical and TAA for Farmers Pay Limits	Yes	Yes
DCIA	No	No
Federal Crop Insurance	No	No
Federal Crop Insurance Fraud	Yes	Yes
Foreign Person	Yes	Yes
NAP Non-Compliance	No	No
***	***	***
Person	Yes	No
SDA, Beginning Farmer, Limited Resource Producer	No	No
State/Local Government Entity	Yes	No

--1/ Applicants are compliant if they are without land association.--

73 Processing FSA-229-1's (Continued)

C Using Numeric “Reason Codes” for Events Referred to FAS for Disapproval

FSA or CFFM must inform FAS of the reason for recommending that FAS disapprove FSA-229-1 by entering, into the Excel spreadsheet or the web-based software, as applicable, 1 of the following reason codes that represents the reason approval cannot be granted.

Notes: Reason codes may be amended by FAS if additional reasons are needed.

Reason codes are entered:

- as 1 or 2-digit **only**
- **only** if an event status is set to “R”
- as code 99 if the reason is **not** stated in the provided list; if Code 99 is used, then a text explanation **must** be entered in Column “Z” of the Excel spreadsheet or in a designate field in the web-application process.

Code	Reason for Setting the Event to “R”
Codes for Disapproval of Event #1, FSA-229-1	
1	Complete FSA-229-1 was not submitted on or before the application deadline as required by Trade Act of 1974, Section 296 (a)(1)(A) and regulations at 7 CFR 1580.301(b).
2	Producer did not provide evidence of producing the petition crop in the petition year as required by Trade Act of 1974, Section 296 (a)(1)(A) and regulations at 7 CFR 1580.301(d).
3	Producer did not provide evidence of production in 1 of the 3 years immediately preceding the petition crop year as required by Trade Act of 1974, Section 296(a)(1)(A)(i) and regulations at 7 CFR 1580.301(c)(1).
4	Producer did not provide evidence of any 1 of the following as required by Trade Act of 1974, Section 296 (a)(1)(A) and regulations at 7 CFR 1580.301(d)(2) or (3): <ul style="list-style-type: none"> • that production in the petition year was less than production in the most recent year of production before the petition year • that the price received for the commodity in the petition year was less than the average price received during the prior 3 years • that the effective posted county price for the commodity on the petition filing date was less than the average effective posted county price for the prior 3 marketing years.

73 Processing FSA-229-1's (Continued)

C Using Numeric "Reason Codes" for Events Referred to FAS for Disapproval (Continued)

Code	Reason for Setting the Event to "R"
Codes for Disapproval of Event #1, FSA-229-1 (Continued)	
5	Producer received benefits under another TAA for Farmers petition and is ineligible for additional benefits as provided by Trade Act of 1974, Section 296 (a) and regulations at 7 CFR 1580.301(d)(5).
6	Producer received benefits under either TAA for Workers or TAA for Firms programs as disallowed for eligibility under Trade Act of 1974, Section 296 (a) and by regulations at 7 CFR 1580.301(d)(5).
7	Producer's AGI exceeds limits for the year associated with the TAA for Farmers petition as disallowed for eligibility by Trade Act of 1974, Section 296 (a) and regulations at 7 CFR 1580.301(e)(1).
8	Applicant did not provide acceptable ID issued by a State or Federal Government agency or applicant has TIN that is temporary as provided by 7 CFR 1400.401.
9	Applicant is not a U.S. citizen or lawful alien possessing a valid Alien Registration Receipt Card as provided by 7 CFR 1400.401.
10	Applicant has been convicted of a controlled substance violation under State or Federal law and is ineligible as provided by 7 CFR 718.6.
11	Applicant did not submit CCC-526/CCC-926 as provided by Trade Act of 1974, Section 296 (a)(2)(A) and (B) and regulations at 7 CFR Part 1400 Subpart F.
12	Applicant did not submit AD-1026 to indicate compliance with HELC/WC as provided by 7 CFR Part 12.7 and the Food Security Act of 1985, as amended by Pub. L. 101-624; 104-127, and 107-171.
--13	Applicant's average AGI, nonfarm income, or farm income exceeds limits established by 7 CFR Part 1400 for the applicable crop year as authorized by Trade Act of 1974, Section 296(a)(2)(A).--
***	***
Code for Disapproval of Event #2, Further Participation Disapproved for Failure to Attend Initial Training.	
14	Applicant did not attend the initial technical assistance and is; therefore, ineligible for additional training or cash benefits as authorized by Trade Act of 1974, Section 296 (b)(2) and provided in 7 CFR 1580.302 (b).

73 Processing FSA-229-1's (Continued)

C Using Numeric "Reason Codes" for Events Referred to FAS for Disapproval (Continued)

Code	Reason for Setting the Event to "R"
Code for Disapproval of Event #3, Further Participation Disapproved for Failure to Attend/Complete Intensive Training.	
*--15	Applicant did not attend or complete the long-term technical assistance and is; therefore, ineligible for additional training or cash benefits as authorized by Trade Act of 1974, Section 296 (b)(2) and provided in 7 CFR 1580.302 (b).
Codes for Disapproval of Event #4, Reimbursement of Travel and Per Diem	
16	Submitted travel expense voucher was not supported by receipts of claimed expenses as provided by 41 CFR Part 301-52.4.
17	Submitted travel expense voucher was not signed by the applicant to certify the expenses claimed as provided by 41 CFR 301-52.3.
18	Submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6.
Codes for Disapproval of Event #5, Initial Business-Plan Payment	
19	Applicant did not attend the required initial technical assistance training for writing an initial business plan as authorized by Trade Act of 1974, Section 296(b)(2)(A and B) and (3)(A)(i) provided by 7 CFR 1580.302(d).
20	Applicant did not submit an initial business plan as authorized by Trade Act of 1974, Section 296(b)(3) and 7 CFR 1580.302(d).
21	Applicant submitted an initial business plan after the required deadline as identified on FSA-229-1 as required by 7 CFR 1580.302(i).
22	FAS disapproved the initial business plan because it did not meet plan requirements as required by 7 CFR 1580.302(d) and (e).
Codes for Disapproval of Event #6, Long-Term Business-Plan Payment	
23	Applicant did not submit a long-term business plan as required by Trade Act of 1974, Section 296(b)(4)(B) and provided by 7 CFR 1580.302 (g).
24	FAS disapproved the submitted long-term business plan because it did not meet plan requirements as required by Trade Act of 1974, Section 296(b)(4)(B) and provided by 7 CFR 1580.302 (g).
25--*	Applicant submitted a long-term business plan after the required deadline as identified on FSA-229-1 as provided by 7 CFR 1580.302(i).
Code (for Any Event) for Reasons Not Listed	
99	Code indicates that a reason different from reasons listed in this table applies to the "R" status. The reason is stated in Column "Z" of the Excel spreadsheet or web-based software, as applicable.

73 Processing FSA-229-1's (Continued)

D Required Applicant Compliance

The following table summarizes the actions required by applicants for full benefits and how compliance is recorded.

Applicant Events Required for Benefits	IF the applicant...	THEN...
Event #1: Applicant must submit FSA-229-1.	<ul style="list-style-type: none"> • submits FSA-229-1: <ul style="list-style-type: none"> • by the application deadline • with required documentation • meets all eligibility requirements 	FSA approves FSA-229-1 by setting application status to "A". Applicant is eligible for initial orientation, reimbursement of travel to attend the initial training, intensive training, and business plan payments pending completion of those events.
	<ul style="list-style-type: none"> • submits FSA-229-1: <ul style="list-style-type: none"> • after the application deadline • without adequate documentation • does not meet eligibility requirements 	FSA refers FSA-229-1 to FAS for disapproval by setting the application status to "R". FAS will disapprove FSA-229-1 and notify the applicant of disapproval and appeal rights and procedure. Note: Applicants can attend orientation training if approval is pending. But only approved applicants are eligible for reimbursement of travel expenses and subsequent training.

73 Processing FSA-229-1's (Continued)

D Required Applicant Compliance (Continued)

Applicant Events Required for Benefits	IF the applicant...	THEN...
Event #2: Applicant must attend mandatory initial (orientation) training.	attends orientation (Phase I) training Note: If expenses will be claimed by the applicant, FSA-232, item 10A must be validated by the instructor to verify attendance.	CFFM records the applicant's attendance at training in the web-based application process. The applicant remains eligible for intensive technical training and cash payments, including reimbursement of travel expenses to the initial training.
	does not attend orientation (Phase I) training	CFFM refers this mandatory requirement to FAS by setting the status code for this event to "D" and providing a reason code. FAS creates the notification letter and e-mails it to the County Office, which in turn mails the letter that notifies the applicant of ineligibility for further training and cash payments.
--Event #3:-- Applicant must attend/complete the minimum mandatory (Phase II) intensive technical training.	attends minimum intensive training requirements as validated by CFFM and recorded in application software	CFFM records attendance at training. The applicant is eligible for cash payment if business plans meeting CFFM requirements are submitted to instructor.
	does not attend required intensive training as validated by CFFM and recorded in application software	CFFM refers event to FAS for disapproval by setting the event code to "D". FAS, through FSA, notifies applicant of ineligibility for further training and cash payments.

73 Processing FSA-229-1's (Continued)

D Required Applicant Compliance (Continued)

Applicant Events Required for Benefits	IF the applicant...	THEN...
<p>*--Event #4:--*</p> <p>Applicant may submit an optional claim for reimbursement of travel expenses.</p>	<ul style="list-style-type: none"> • attends Phase I training and FSA-229-1 was approved • submits FSA-232 validated by the Phase I instructor <p>did or did not do 1 of the following:</p> <ul style="list-style-type: none"> • did not attend orientation • did not have FSA-232 validated • did attend orientation, but FSA-229-1 was not approved 	<p>FSA will process claim for travel expenses and disburse claimed amounts that are within Federal travel rate maximums.</p> <p>FSA will refer reimbursement claim to FAS for disapproval of the entire amount by setting the event code to "R". FAS, through FSA, notifies applicant of ineligibility for * * * reimbursement.</p>
<p>Event #5:</p> <p>Applicant must submit an initial business plan meeting minimum CFFM requirements.</p>	<p>submits an approved initial business plan</p> <p>does not submit an approved initial business plan</p>	<p>CFFM recommends plan approval in application software by setting the status of this event to "A". FSA views the CFFM initial business plan approval and * * * disburses cash payment (maximum payment = \$4,000).</p> <p>CFFM recommends disapproval of the initial plan by setting this event status to "D". FAS, through FSA, notifies applicant of ineligibility for further training and cash payments.</p>
<p>Event #6:</p> <p>Applicant must submit a long-term business plan meeting minimum CFFM requirements.</p>	<p>submits long-term business plan</p> <p>does not submit an approved long-term business plan</p>	<p>CFFM recommends plan approval by setting event status to "A". FSA approves business plan and disburses cash payment (maximum payment = \$8,000).</p> <p>CFFM recommends disapproval of the long-term plan by setting this event status to "D". FAS, through FSA, notifies applicant of ineligibility for cash payments.</p>

74 Processing FSA-232's

A Approving FSA-232's

Producers may request reimbursement of local travel expenses incurred to attend the initial TAA for Farmers orientation training, subject to the maximum Federal travel rates and verification of attendance by the instructor. The statutory authority for TAA for Farmers provides that travel costs are **not** reimbursed for attending the intensive training even though intensive training may be longer and more costly to the producer.

Only local travel costs are reimbursable. International travel expenses incurred to attend the initial training will not be reimbursed; domestic expenses for air travel or travel to another State will only be reimbursed if the specific expense is approved **in advance** by FAS's Import Policy and Export Reporting Division or PSD.

Producers request reimbursement of costs to attend the initial training by submitting FSA-232 to the same County Office where they submitted FSA-229-1. All FSA-232 disbursements are made to the applicant. FSA-232 is:

- completed by the person who attends the training
- validated in item 10 A by the instructor at initial training
- submitted by the attendee by mail, FAX, or e-mail to FSA County Office. * * *

Note: FSA-232's submitted by producers are paid from TAA for Farmers Program funds. Do **not** enter any producer into GovTrip for reimbursement of travel claims from FSA travel funds.

FSA enters FSA-232 amount into the * * * web-based software * * *. FSA-232's can be approved by FSA, if:

- applicant submits a completed FSA-232 within 60 calendar days from the last travel date
- FSA-232 has been signed by the TAA for Farmers instructor
- claim amount is within Federal limits.

If claimed amount exceeds the amount authorized by Federal travel guidelines, COC shall:

- enter in FSA-232, item 8A an explanation for reducing the claimed amount
- approve the request for the correct amount and enter the corrected amount into the web-based software, when available, for payment
- notify the producer of the:
 - correction to the claim amount
 - producer's right to appeal the reduction.

Note: Paying FSA-232 for less than the full amount of FSA-232 is administratively preferred to denying the entire FSA-232. To avoid appeals, properly explain the correction (reduction) of the claimed amount.

74 Processing FSA-232's (Continued)

B Example of FSA-232

The following is an example FSA-232 used by TAA for Farmers applicants to submit a claim for travel expenses incurred to attend **only** the initial training.

This form is available electronically.		Form Approved – OMB No. 0560-0040			
FSA-232 U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency (05-14-10)		1. State where TAA application was submitted <p style="text-align: center; margin: 0;">48</p> 2. County where TAA application was submitted <p style="text-align: center; margin: 0;">409</p>			
TRADE ADJUSTMENT ASSISTANCE (TAA) FOR FARMERS TRAVEL AND EXPENSE CLAIM FORM					
3A. Applicant's Name <p style="text-align: center; margin: 0;">Johnny Shrimper</p>		3B. Applicant's Address (Including the 9-Digit Zip Code if known) 45 Shrimp Cocktail Lane Sinton, TX 78387-2930			
INSTRUCTIONS FOR COMPLETION OF ITEMS 5 THROUGH 7 BELOW: 4. Following are the maximum travel reimbursement rates for (City/State) (a) <u>Sinton, TX</u> during scheduled TAA for Farmers training for Maximum lodging per night \$ (b) <u>70.00</u> ; first and last day maximum meals and incidental expenses (M&IE) \$ (c) <u>34.50</u> ; and M&IE all other days \$ (d) <u>46.00</u> . Attach all receipts for claimed expenses other than for mileage. Per diem expenses are reimbursable only if travel time exceeds 12 hours and the training location is more than 35 miles one way from the producer's permanent residence. M&IE is reimbursed at the lesser of actual expenses or 75 percent of daily maximum rate for first and last travel dates and 100 percent for all other days.					
5. Itinerary		1 st Travel Date: <u>04/24/2020</u>	2 nd Travel Date:	3 rd Travel Date:	
a.	FROM: City/State	Portland, TX			
b.	Combined Total hours for travel and training	5 hours	hours	hours	
c.	TO: City/State	Sinton, TX			
6. Per Diem = M&IE plus lodging: Lesser of Actual or Maximum Rates as shown in Instructions in Item 4 above.		Per Diem	Per Diem	Per Diem	Total Per Diem
a.	Per Diem Days: Enter ¼ of daily rate for first and last travel days	days	days	days	days
b.	M&IE: Enter lesser of actual or applicable rates from Item 4c or 4d.	\$ +	\$ +	\$ =	\$
c.	Lodging: Enter lesser of actual or max rate from Item 4b and attach receipt.	\$ +	\$ +	\$ =	\$
d.	Total Per Diem (Total of Items 6b and 6c)	\$ +	\$ +	\$ =	\$
7. Other Expenses and Total Claims					
a.	Transportation (Bus, etc.)	\$ +	\$ +	\$ =	\$
b.	Miscellaneous: lodging taxes, parking, road tolls.	\$ +	\$ +	\$ =	\$
c.	Telephone: Max \$5.00/day.	\$ +	\$ +	\$ =	\$
d.	Mileage: Mileage Rate: (Total Claim Amt. = Miles time Rate)	Miles: 30 Rate: 0.50/mile Claim: \$ 15.00	Miles: Rate: Claim: \$	Miles: Rate: Claim: \$	Total Miles: Total Rate: Total Claim \$
e. Total Claim Includes Total Per Diem (Items 6D + Items 7a through 7d): \$					
8. Remarks: Per diem and lodging not reimbursable because travel less than 12 hours total and within 35 miles from applicant's primary residence.					
9. Producer's Certification: I certify that this claim for reimbursement is based on the lower of a) actual expenses or b) rates shown in Instructions in Item 4 on Page 1.					
9A. Applicant or Authorized Alternate Signature				9B. Date (MM-DD-YYYY) <u>05/05/2010</u>	
10. Instructor's Certification: I attest that the TAA applicant identified in Item 3 (or an alternate authorized by the applicant) attended TAA initial training.					
10A. Instructor's Validation or Stamp				10B. Date (MM-DD-YYYY) <u>04/24/2020</u>	
11A. FSA Approval Official's Signature	11B. Title	11C. FSA's Payment Approval		11D. Date (MM-DD-YYYY)	
		<input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Refer to FAS		<u>05/05/2010</u>	
12A. Second Party Reviewer's Signature	12B. Title	12C. Second Party Reviewer's Approval:		12D. Date (MM-DD-YYYY)	
		<input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Refer to FAS		<u>05/05/2010</u>	

75 Processing Initial and Long-Term Business-Plan Payments

A Approving Business-Plan Payments

Business-plan payments are approved only **after** the following sequence of events:

- producer attends initial training
- producer attends intensive training
- producer submits a business plan that meets approval requirements
- instructor/center notifies FSA of its recommendation to approve the plan
- FSA approves the business plan
- FAS has determined and announced payment rates for FAS-930 based on any needed payment-rate reductions.

75 Processing Initial and Long-Term Business-Plan Payments (Continued)

B Disapproving Business-Plan Payments

Only FAS provides disapproval of business-plan payments. The web-based software is being designed to process each business plan and its payment separately from the other business plan.

Any disapproval of a business plan and its associated payment consists of 3 steps as follows:

- instructor indicates in web-based software, when available, that the initial or long-term business plan does **not** meet minimum requirements
- FSA sets the business plan/payment status indicator to “Refer to FAS”
- FAS sets the business plan/payment status indicator to “Disapproved”.

COC may **not** approve an applicant to receive a business-plan payment if the:

- instructor did **not** recommend approval of the business plan
- applicant is determined ineligible by either AGI or PL routines
- FSA-229-1 cannot be approved.

Only FAS is authorized to disapprove a business-plan payment. FAS disapproves the business-plan payments by:

- changing the business-plan payment status in the web-based software, when available, from “Refer to FAS” to “Disapproved”
- entering a date * * * into the web-based software, when available, to record the disapproval.

Note: This initiates an e-mail to the County Office informing it that the status has been set to, “Disapproved” and to send FAS-931 to the producer (subparagraph 73 E).

76 Entering FSA-229-1's Into Excel**A Policy**

Until the web-based software is available for loading FSA-229-1 data, the TAA for Farmers *-Excel spreadsheet, available at www.fsa.usda.gov/pricesupport, under "Hot Links", will be used as an interim tool for recording FSA-229-1 information. County Offices shall:

- enter information from each FSA-229-1 into 1 Excel spreadsheet--*
- e-mail encrypted spreadsheets to State Offices.

State and County Office staff shall not reformat the Excel spreadsheet; it must be used by all State and County Office staff in exactly its original format.

B Entering FSA-229-1's Into Excel Spreadsheet

All FSA-229-1's shall be entered into the Excel spreadsheet. When entered, each FSA-229-1 is assigned 1 of 3 alphabetical status indicators in Excel spreadsheet, Column S as follows:

- "P", for pending (awaiting approval or producer documentation)
- "A", for approved
- "R", for referred to FAS (awaiting disapproval).

FSA-229-1's that have been submitted with production evidence, but are pending approval because of outstanding documentation, shall be entered into the TAA for Farmers Excel spreadsheet at the earliest possible date. FSA-229-1's in pending status **must** eventually have their status changed by FAS to either of the following:

- "A", for approved, if required documentation is received
- "R", for referred to FAS, if deadlines are not met, required documentation is not provided, or an eligibility requirement is not met.

Note: Only FAS will assign "D", for disapproved status to any FSA-229-1 or other program event.

76 Entering FSA-229-1's Into Excel (Continued)

C Using Status Codes

TAA for Farmers applicants **must** complete 6 events for full benefits, as follows.

- Event 1: Must apply and be determined eligible.
- Event 2: Must attend initial training.
- Event 3: Must attend intensive training.
- Event 4: May request reimbursement of travel expenses (initial training only).
- Event 5: Must submit an approved initial business plan.
- Event 6: Must submit an approved long-term business plan.

County Offices are responsible for recording whether Events 1 and 4 are completed.

CFFM is responsible for recording whether Events 2, 3, 5, and 6 were completed.

The completion of these events will be recorded in either the Excel spreadsheet or web-based software, as applicable, by entering a status code for the event.

The Status Code meanings are as follows:

- “A”, **approved/completed** is used by:
 - FSA to approve FSA-229-1, a partial or full travel expense reimbursement, or a business plan (based on CFFM recommendation)
 - CFFM to indicate attendance at training or its recommendation that FSA approval a business plan
- “P”, **pending** is used (optionally) by:
 - FSA to indicate FSA-229-1 is pending some additional information or to approve a partial or full travel expense reimbursement
 - CFFM to indicate that training attendance or business-plan completion has started, but is **not** complete
- “R”, **refer to FAS** is used by:
 - FSA to refer FSA-229-1 that FSA **cannot** approve to FAS for disapproval, whether for being submitted late, failed eligibility, or any other reason
 - CFFM to indicate lack of attendance at training or failure to submit a business plan that CFFM can recommend for approval

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	High Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		55, 56, 72
CCC-502	Farm Operating Plan for Payment Eligibility		52, 55, 72
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		55, 56, 72
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		55, 56, 72
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		55, 56, 72
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		55
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		55
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		52, 55, 56, 72
CCC-770 ELIG 2008	Eligibility Checklist - 2008 Farm Bill		34
CCC-770 TAAF	Trade Adjustment Assistance for Farmers Application Checklist	34	18
CCC-901	Member's Information		55
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		55, 56, 72
CCC-902I Short Form	Farm Operating Plan for an Individual, 2009 and Subsequent Crops		55, 56, 72
CCC-926	Average Adjusted Gross Income (AGI) Statement		52, 55, 56, 72
CCC-927	2009 and/or 2010 Consent to Disclosure of Tax Information - Individual		54
CCC-928	2009 and/or 2010 Consent to Disclosure of Tax Information - Legal Entity		54

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FAS-930	Trade Adjustment Assistance for Farmers (TAAF) for Farmers Petition for Certification and Eligibility for a Group of the Producers	43	Text
FAS-931	FAS Disapproval Letter	74	30, 34, 73, 74
FAS-932	FAS Letter Requesting Refund	32	
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		55, 56, 72
FSA-211	Power of Attorney		29
FSA-229-1	Trade Adjustment Assistance (TAA) for Farmers Program Application	57	Text
FSA-230	Notification of Trade Adjustment Assistance (TAA) for Farmers Benefits	28	
FSA-232	Trade Adjustment Assistance (TAA) for Farmers Travel and Expense Claim Form	74	27, 28, 34, 71, 76
I-551	Permanent Resident Card/Resident Alien Card		52
SF-1199A	Direct Deposit Sign-Up Form		55, 56, 72

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CFFM	Center for Farm Financial Management, Department of Applied Economics, University of Minnesota	16, 28, 56, 57, 76
HTS	Harmonized Tariff Schedule of the United States	16, 41, 43
MY	marketing year	41-43, 52, 53, 56, 57, 72
NIFA	National Institute of Food and Agriculture	16, 17, 56, 75-77
TAA	Trade Adjustment Assistance for Farmers	18, 34

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
COC may redelegate to CED or designee the authority to approve FSA-229-1's.	18

Summary of Certified Petition Information

The following petition has been approved.

*--

Commodity/ Crop Year	States	Petition Number	Petition Filing Date	Petition Certification Date	Producer Application Period	Deadline for Submitting Excel File To CFM
FY 2010 Funded Petitions						
Catfish 2009	National: all States	2010001	5-3-10	6-24-10	6-24-10 Through 9-22-10	9-29-10
Asparagus 2009	National: all States	2010003	5-3-10	6-24-10	6-24-100 Through 9-22-10	9-29-10
Shrimp 2008	AL, FL, GA, LA, MS, NC, SC, TX	2010005	5-3-10	6-24-10	6-24-10 Through 9-22-10	9-29-10
FY 2011 Funded Petitions						

--*

