

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Tree Assistance Program 1-TAP (Revision 4)</b>	<b>Amendment 3</b>
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**Approved by:** Deputy Administrator, Farm Program



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 152 A has been amended to add the maximum replacement and replanting payment rates for Hawaii papayas.

Subparagraph 152 C has been amended to add the eligible replacement and replanting payment rates for Hawaii papayas.

Subparagraphs 271 C and 376 C have been amended to edit the instructions for accessing the new web page.

Subparagraphs 272 C and 377 B and have been amended to add a note that 2011 is split into 2 program years.

Subparagraph 401 J and has been amended to add a note that 2011 is split into 2 program years and clarify payment limitation requirements.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	6-3, 6-4 10-1 through 10-4 10-201 through 10-204 11-3, 11-4	



152 TAP Payment and Mortality Rates (Continued)

A Maximum Payment Rates (Continued)

Practice Code	Practice	Maximum Rates
11	Pruning cost per eligible tree. <u>1</u> /  <b>Notes:</b> Applies to rehabilitation <b>only</b> .  Does <b>not</b> apply to TAP pecans.	\$7
12	Rehabilitation cost per eligible tree (including Christmas trees and ornamental trees), bushes (including shrubs), and vines <b>on a tree farm</b> .  <b>Note:</b> Research indicates that potted trees are not ordinarily rehabilitated, but are replaced.	\$4
13	Replacement cost per eligible tree (including Christmas trees, ornamental trees, and potted trees), bushes (including shrubs), and vines <b>on a tree farm</b> .	\$2
14	Site preparation per acre (including cleanup, tree and debris removal, and tillage).  <b>Note:</b> Not applicable to Practice Code 09 (pecan rehabilitation).	\$500
15	Replacement cost per eligible cranberry plant.	\$0.06
16	Planting cost per eligible cranberry plant.	\$0.03
*--17	Hawaii papaya replacement cost per hill.	\$0.67
18	Hawaii papaya replanting cost per hill.	\$1.04--*

**Note:** See subparagraph C for practice code applicability.

1/ Practice code 11 (Pruning - \$7) is only used, if pruning is the only practice completed. In all other cases, where stakes, ties, fertilizer, trellis, etc. are added to practice completion, practice code 02 (Rehabilitation - \$15) for orchards, which includes pruning, is eligible for payment. For orchards, applicant would never be eligible for both practice codes 02 and 11.

## 152 TAP Payment and Mortality Rates (Continued)

**B Normal Mortality**

Eligible orchardists and nursery tree growers may be eligible for TAP if the **tree mortality**, as a result of an eligible cause of loss, exceeds 15 percent (adjusted for normal mortality).

**Note:** State Offices are responsible for establishing normal mortality rates for their State.

**C Practice Code Applicability**

The following table provides the list of crop codes and practices to where they can be applied.

<b>Crop Code</b>	<b>Crop</b>	<b>Crop Abbreviation</b>	<b>Eligible Practice Codes</b>
0023	Oranges	ORANG	01, 02, 10, 11, 14
0024	Tangelo	TANGL	01, 02, 10, 11, 14
0028	Almonds	ALMND	01, 02, 10, 11, 14
0029	Walnuts	WLNUT	01, 02, 10, 11, 14
0030	Grapefruit	GFRUT	01, 02, 10, 11, 14
0034	Peaches	PEACH	01, 02, 10, 11, 14
0035	Lemons	LEMON	01, 02, 10, 11, 14
0036	Limes	LIMES	01, 02, 10, 11, 14
0048	Tangerines	TANGR	01, 02, 10, 11, 14
0053	Grapes	GRAPE	03, 04, 10, 14
0054	Apples	APPLE	01, 02, 10, 11, 14
0058	Cranberries	CRNBR	14, 15, 16
0060	Figs	FIGS	01, 02, 10, 11, 14
0100	Maple	MAPSP	05, 06, 10, 11, 14
0106	Avocado	AVOCD	01, 02, 10, 11, 14
0108	Blueberries	BLUBR	10, 12, 13, 14
0128	Cherries	CHERY	01, 02, 10, 11, 14
0144	Pears	PEARS	01, 02, 10, 11, 14
0146	Pecans	PECAN	01, 09, 10
0173	Bananas	BANAN	01, 02, 10, 11, 14
0175	Coconuts	COCON	01, 02, 10, 11, 14
0176	Coffee	COFFE	01, 02, 10, 11, 14
0181	Papaya	PAPAY	*--01, 02, 10, 11, 14, 17, 18--*
0186	Plantain	PLANT	01, 02, 10, 11, 14
0250	Nectarines	NECTR	01, 02, 10, 11, 14
0254	Plums	PLUMS	01, 02, 10, 11, 14
0326	Apricots	APRCT	01, 02, 10, 11, 14
0375	Chestnuts	CHENT	01, 02, 10, 11, 14
0376	Hazel Nuts	HAZNT	01, 02, 10, 11, 14

## Part 10 TAP Software

## Section 1 Level 2 eAuthentication Access

## 271 Accessing TAP Software

## A Basic Information

The CCC-899 software is intuitive web-based software with a centralized database.

CCC-899's will be updated by FSA employees with Level 2 eAuthentication access.

## B Definitions

In this part:

- user means FSA employee with Level 2 eAuthentication access, **except** where specifically noted
- home county means the same as administrative county in the web-based environment.

## C Accessing Web Based TAP

Access the TAP Home Page from the FSA Applications Intranet web site at **\*-<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>**. From the FSA Intranet Screen, under "FSA Applications" "Applications Directory", CLICK "**P-Z**". The FSA Intranet Screen will be redisplayed with applications with names started from P to Z. Scroll down--\* and CLICK "**TAP – Tree Assistance Program**".

**Note:** Internet Explorer shall be used when accessing the TAP Home Page.

## D TAP Login Screen

After users click "TAP – Tree Assistance Program", users will be prompted with the following TAP Home Page. CLICK "**Enter TAP**" to continue.

**TAP**

USDA Farm Service Agency's (FSA) Tree Assistance Program (TAP) provides financial assistance to qualifying orchardists to replace eligible trees, bushes, and vines damaged by natural disasters.

USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern.

271 Accessing TAP Software (Continued)

E USDA eAuthentication Login Screen

After users click “Enter TAP”, the following USDA eAuthentication Login Screen will be displayed. To login, do either of the following:

- CLICK “Click Here to Log In With Your LincPass (PIV)”
- enter user ID and password and CLICK “Login”.

**WARNING**

**Upon Login You Agree to the Following Information:**

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

## 272 State, County, and Program Year Selection

### A Overview

After logging in, the State, County and Program Year Selection Screen will be displayed. Users must select a State/county and program year to process applications in their home counties.

### B State, County and Program Year Selection Screen

Following is an example of the State, County and Program Year Selection Screen.

The screenshot shows a web form titled "State, County and Program Year Selection". It contains two dropdown menus. The first is labeled "State-County:" and has "Mississippi-Coahoma" selected. The second is labeled "Program Year:" and has "2013" selected. Below the dropdowns are two buttons: "Submit" and "Cancel".

### C Action

User shall use the drop-down lists to select the applicable:

- State/county
- program year.

CLICK "**Submit**". The TAP Application Summary Screen will be displayed.

**\*--Note:** Program year 2011 is split into 2 program years, as follows:

- 2011A applies to losses from January 1 through September 30, 2011
- 2011B applies to losses from October 1 through December 31, 2011.--\*

## 273 TAP Application Summary

### A Overview

After users have selected the State/county and program year, the TAP Application Summary Screen will be displayed. The TAP Application Summary Screen allows users to:

- add an application
- delete an application
- edit an existing application.

### B Example TAP Application Summary Screen

Following is an example of the TAP Application Summary Screen.

The screenshot displays the 'TAP Application Summary' interface. At the top, a blue header bar contains the title. Below the header, the selected state is 'Mississippi', the county is 'Coahoma', and the year is '2013'. A table lists three applications: 'ANY 3 PRODUCER', 'ANY 2 PRODUCER', and 'ANY 1 PRODUCER', all with a status of 'Active'. Each application has 'Edit' and 'Delete' links. At the bottom, there are three buttons: 'Create TAP Application', 'Search TAP Application', and 'Cancel'.

TAP Application Summary			
State: <b>Mississippi</b>	County: <b>Coahoma</b>	Year: <b>2013</b>	
Applicant's Name	Status	Action	
ANY 3 PRODUCER	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
ANY 2 PRODUCER	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
ANY 1 PRODUCER	Active	<a href="#">Edit</a>	<a href="#">Delete</a>

## Section 2 State Office Administrative Access

### 376 State Office Administrative Access to TAP Web Site

#### A Overview

State Office employees have access to the CCC-899 through Nationwide Customer Service. State Office employees shall follow procedure in paragraph 336 to use the CCC-899 software.

State Office employees who have been authorized by SED to load TAP mortality rates into the system will need to request access as a State Office Administrative user.

#### B Requesting State Office Administrative Access

If State Office administrative access has not already been requested for users within a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID
- e-mail information to Neeru Gulati at [neeru.gulati@wdc.usda.gov](mailto:neeru.gulati@wdc.usda.gov)

**Note:** Include in the e-mail that the request is for TAP State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional employees can be added at any time by requesting access according to this subparagraph.

376 State Office Administrative Access to TAP Web Site (Continued)

C Accessing the TAP Web Site

Access the TAP Home Page from the FSA Applications Intranet web site at **\*-http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. From the FSA Intranet Screen, under “FSA Applications” “Applications Directory”, CLICK “**P-Z**”. The FSA Intranet Screen will be redisplayed with applications with names started from P to Z. Scroll down--\* and CLICK “**TAP – Tree Assistance Program**”.

**Note:** Internet Explorer shall be used when accessing the TAP Home Page.

D TAP Login Screen

State Office users will be prompted with the following TAP Home Page. CLICK “**Enter TAP**” to continue.



376 State Office Administrative Access to TAP Web Site (Continued)

**E USDA eAuthentication Login Screen**

After users click “Enter TAP”, the following USDA eAuthentication Login Screen will be displayed. To login do one of the following:

- Click “Click Here to Log In With your LincPass (PIV)”
- Enter User ID and Password and Click “Login”.

The screenshot shows the USDA eAuthentication Login screen. At the top left is the USDA logo and text: "United States Department of Agriculture USDA eAuthentication". At the top right is the EARS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Find an LRA. The main content area has a breadcrumb trail: "You are here: eAuthentication Home > eAuthentication Login". The title of the page is "eAuthentication Login". There are two main login options: "LincPass (PIV)" and "User ID & Password". The "LincPass (PIV)" option has a button that says "CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)". The "User ID & Password" option has input fields for "User ID:" and "Password:", a "REGISTER" button, a "LOGIN" button, and a "Change my Password" link. Below the login options is a "WARNING" section with the heading "Upon Login You Agree to the Following Information:". The warning contains three bullet points: 1. You are accessing a U.S. Government information system... 2. Unauthorized or improper use of this system may result in disciplinary action... 3. By using this information system, you understand and consent to the following: 1. You have no reasonable expectation of privacy... 2. Any communications or data... 3. Your consent is final and irrevocable.

## 377 State, County, and Program Year Selection

### A Overview

After users have logged in and have been authenticated, for State Office administrative users the State, County and Program Year Selection Screen will be displayed.

### B State, County and Program Year Selection Screen

Following is an example of the State, County and Program Year Selection Screen.

At the bottom of the State, County and Program Year Selection Screen, State Office administrative users shall CLICK “**Admin Menu**” to access the TAP mortality rate table. The Administrator Main Menu will be displayed.

**State, County and Program Year Selection**

State:

County:

Program Year: 2014

Screen Id:TAPSGNUP\_000

[National User Menu](#) | [ASG Menu](#) | [Admin Menu](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

\*--Note: Program year 2011 is split into 2 program years, as follows:

- 2011A applies to losses from January 1 through September 30, 2011
- 2011B applies to losses from October 1 through December 31, 2011.--\*

401 General Payment Provisions (Continued)

**F Determining Payment Eligibility (Continued)**

<b>Eligibility Determination</b>	<b>Value</b>	<b>Eligible for TAP</b>
AGI - 2002 Farm Bill	Compliant – CCC-526	No
	Compliant – Agent	No
	Exempt	No
	Not Filed	No
	Not Met – COC	No
	Not Met – Producer	No
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes
	Partial Compliance	Yes
	In Violation	No
	No Association	Yes
	Past Violation	Yes
	Reinstated	Yes
Controlled Substance	No Violation	Yes
	Growing	No
	Trafficking	No
	Possession	No
FCIC Fraud	Compliant	Yes
	Not Compliant	No
Person Eligibility - 2002 Farm Bill	COC Determination Completed	No
	Not Filed	No
	Awaiting Determination	No
	Awaiting Revision	No

**G Eligibility Condition Priority**

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Register. The following is the priority of conditions:

- fraud
- conservation compliance
- controlled substance
- AD-1026.

**401 General Payment Provisions (Continued)****H Payments Less Than \$1**

The TAP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

**I Prompt Payment Due Dates**

TAP payments are subject to the Prompt Payment Act. A prompt payment interest penalty shall apply when payment is **not** issued more than 30 calendar days after:

- date the producer provides a properly completed CCC-899 and all supporting documentation required to issue the payment
- all OGC referrals are completed
- participant appeals are finalized.

See 61-FI for additional information on handling prompt payment interest penalties.

**J Payment Limitation Rules**

Payment limitation is limited to \$125,000 for TAP.

The \$125,000 payment limitation is limited by person or legal entity and will be attributed through direct attribution. See 5-PL, paragraph 17 for payment limitation amounts for a person or legal entity.

As each payment is processed through the integrated payment process the available payment limitation for the person or legal entity will be reduced until the maximum payment limitation has been attributed to a person.

**\*--Note:** Applicable to losses sustained during program year 2011 B (October 1 through December 31, 2011), and future years. Program year 2011 B TAP will use the program year 2011A payment limitation record that is \$100,000. If a producer will exceed \$100,000 in 2011, the producer's payment limitation record **must** be manually increased.--\*