

For: State and County Offices

**Authorizing Payment Processing for Trade Adjustment Assistance (TAA) for
Farmers Program Payments for FSA-229-1's in "Special Handling" Status**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

"Special Handling" applies to FSA-229-1's and other program events that occur for which FSA-229-1 status has been set to "Special Handling", and the event status has been set by FAS to "Pending by FAS". "Pending by FAS" indicates that an event status was, at some point, set to "Refer to FAS" or "Disapproved" and that FAS has reset such status based on:

- a decision by FAS to override the "Refer to FAS" status
- results of appeal to FAS
- results of appeal to any Court of Appeals.

Note: FSA-229-1 status can be set to "Special Handling" only by FAS; this may be done at any point for FSA-229-1's.

When FSA-229-1's are set to "Special Handling", any remaining events are automatically created in "Pending" status. The pre-existing events status for FSA-229-1 will remain. Each event can be approved in any order. If a payment event (4, 5, or 6) is approved in "Special Handling", no payment record is sent to the Common Payments Framework (CPF) or downstream to NPS. The actual payment will have to be completed outside of TAA for Farmers through Online Payment (OLP). Benefits are assigned to FSA-229-1 when any event from 2 to 6 is approved. When FSA-229-1 in "Special Handling" is approved from event 2 to 6, no other FSA-229-1 can be submitted for that applicant.

Note: Paragraph 2 provides updated instructions for processing FSA-229-1's in "Special Handling" according to Notice PS-684, paragraph 3.

Disposal Date	Distribution
March 1, 2012	State Offices; State Offices relay to County Offices

Notice PS-690

1 Overview (Continued)

B Purpose

This notice provides State and County Offices with:

- instructions and guidance for processing TAA for Farmers **payments** in “Special Handling” using OLP
- updated instructions for processing TAA for Farmers **FSA-229-1’s** in “Special Handling” using the TAA for Farmers software.

C Processing TAA for Farmers Payments in “Special Handling” Using OLP

OLP is web-based software that will be used by TAA for Farmers for processing payments in “Special Handling”. TAA for Farmers payments are automated payments, but the automated processing provided by CPF does **not** support processing payments in “Special Handling” (for example for court ordered payments, equitable relief, etc.). For processing TAA for Farmers payments using OLP, see 1-FI, subparagraph 61. OLP uses the SCIMS payee name and address information, and the Financial Services assignment, joint payment, and direct deposit information. The program codes and reference number requirements are as follows.

OLP Program Code	Accounting Program Year	Program Alpha Code
2787	2008	08TAAFAUTH
2787	2009	09TAAFAUTH
2788	2008	08TAAF2AUTH
2788	2009	09TAAF2AUTH

Note: 1-FI will be updated accordingly.

Notice PS-690

2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software

A Notification

When FAS sets an FSA-229-1 status to "Special Handling", an automatic e-mail with instructions is generated and sent to the County Office for notification and processing. When County Offices go into the TAA for Farmers software to process FSA-229-1's that have been set to "Special Handling" by FAS, the following notification screen will be displayed. CLICK "View Notifications" under the Other Functions Menu.

The screenshot shows the TAAF web application interface. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service" on the left, and the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo on the right. Below the header is a navigation bar with links: "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth".

The main content area is titled "Trade Adjustment Assistance for Farmers (TAAF)". It displays a welcome message: "Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application. Please select an item from the menu at the left to begin." Below this, it states: "You have 81 Notification(s) waiting. To view and manage your Notifications, select the View Notifications item in the Other Functions menu."

On the left side, there is a "TAAF Menu" with the following sections and items:

- TAAF Menu**
 - Welcome, Peter Burr
 - User Role: FAS Natl User
- Petitions**
 - Petitions Main
 - New Petition
- Applications**
 - Applications Main
 - Bulk Status Update
 - Search by Applicant
- Payments**
 - Payments Main
- Reports**
 - Detail Reports
 - Summary Reports
- Other Functions**
 - View Notifications
 - View Reason Codes
 - Add Reason Code
 - Logout of eAuth

At the bottom of the page, there is a footer with the text "TAAF10COM01 Last Modified: October 27, 2010" and a "Back To Top ^" link.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

A Notification (Continued)

The following is an example of the Active Notifications Screen that will be displayed.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAA Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

TAA Menu
Welcome, Erin Huston
User Role: FSA User

Applications
Applications Main
New Application
Search by Applicant
Disapproval Letters
Mailing Labels

Other Functions
View Notifications
Change County
Logout of eAuth

State: Kansas County: Ford

Active Notifications

Date: May 12, 2011

Application Number 20-057-00001 under Petition Number 2010888 has been placed in 'Special Handling' status by FAS.

Special Handling Instructions:

- Appeal overturned.

Dismiss

Date: May 12, 2011

An Event for Application Number 20-057-00001 under Petition Number 2010888 has been reset to 'Pending by FAS' status.

Event: Initial Training

Notes/Instructions:

- Appeal is overturned. Put in approved status.

Dismiss

TAAF10COM21
Last Modified: October 27, 2010

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

B Selecting FSA-229-1's in "Special Handling" Status

County Offices shall then go to the TAAF Applications Main Menu and select FSA-229-1's in "Special Handling" status from the "Status" drop-down menu. CLICK "Detail Display" for the appropriate FSA-229-1.

The screenshot displays the TAAF Applications web interface. At the top, there are logos for USDA (United States Department of Agriculture) and Trade Adjustment Assistance For Farmers. Below the logos is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. On the left side, there is a TAAF Menu with sections: Petitions, Applications, Payments, Reports, and Other Functions. The main content area is titled 'TAAF Applications' and features a 'Display Filter' section. The filter includes dropdown menus for Fiscal Year (2010), Petition (- All Petitions -), State (Kansas), County (a dropdown menu with a tooltip that says 'Select a State to which returned Applications should be limited'), and Status (- All Statuses -). There are 'Update Display' and 'Detail Display' buttons. Below the filter, it states 'One Application found.' and shows a table with columns: Petition, Application, Received, and Status. The table contains one row with the following data: 2010888, 20-057-00001, 02 Nov 2010, and Approved. There are 'Details', 'Edit', and 'Events' buttons for this application. At the bottom, it says 'TAAF10APP01 Last Modified: October 11, 2010' and a 'Back To Top' link.

USDA United States Department of Agriculture
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

TAAF Menu
Welcome, Peter Burr
User Role: FAS Natl User

Petitions
Petitions Main
New Petition

Applications
Applications Main
Bulk Status Update
Search by Applicant

Payments
Payments Main

Reports
Detail Reports
Summary Reports

Other Functions
View Notifications
View Reason Codes
Add Reason Code
Logout of eAuth

TAAF Applications

Display Filter

Display only Applications matching the following criteria:

Fiscal Year: 2010

Petition: - All Petitions -

State: Kansas (New selection generates page refresh)

County: Select a State to which returned Applications should be limited

Status: - All Statuses -

Update Display Detail Display

One Application found.

Current Sorting: Petition Number (Ascending)

Petition	Application	Received	Status	
2010888	20-057-00001	02 Nov 2010	Approved	Details Edit Events

One Application found.

TAAF10APP01
Last Modified: October 11, 2010

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling"

The following is an example of the Application Details Screen that will be displayed for the selected FSA-229-1 in "Special Handling" status.

To view instructions when processing "Special Handling" FSA-229-1's, CLICK "View Instructions".

The screenshot shows the TAA for Farmers web interface. At the top, there is a header with the USDA logo, the text "United States Department of Agriculture", and "Foreign Agricultural Service". To the right is the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo. Below the header is a navigation bar with links: "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth".

The main content area is titled "Application Details" and includes the following information:

- State:** California **County:** Merced
- Application Number:** 06-047-00001
- Petition:** 2010001 - Catfish (2821)
- Application Status:** Special Handling (with a "View Instructions" button)
- Date Received:** Wednesday, August 18, 2010
- Applicant:** (empty field)
- Applicant Address:** (empty field)
- Preferred Contact Phone:** (530) 673-0067
- Preferred Contact Email:** None Selected
- Primary Training Alternate:** None Specified
- Second Training Alternate:** None Specified
- Refused Payment:** No, Applicant HAS NOT refused cash payments
- County Office Email:** john.dileo@kcc.usda.gov

At the bottom of the application details, there are "Edit" and "Back to Applications Main" buttons. A footer at the very bottom of the page reads "TAAF10APP02 Last Modified: October 14, 2010" and a "Back To Top" link.

On the left side of the screen, there is a "TAAF Menu" with the following options:

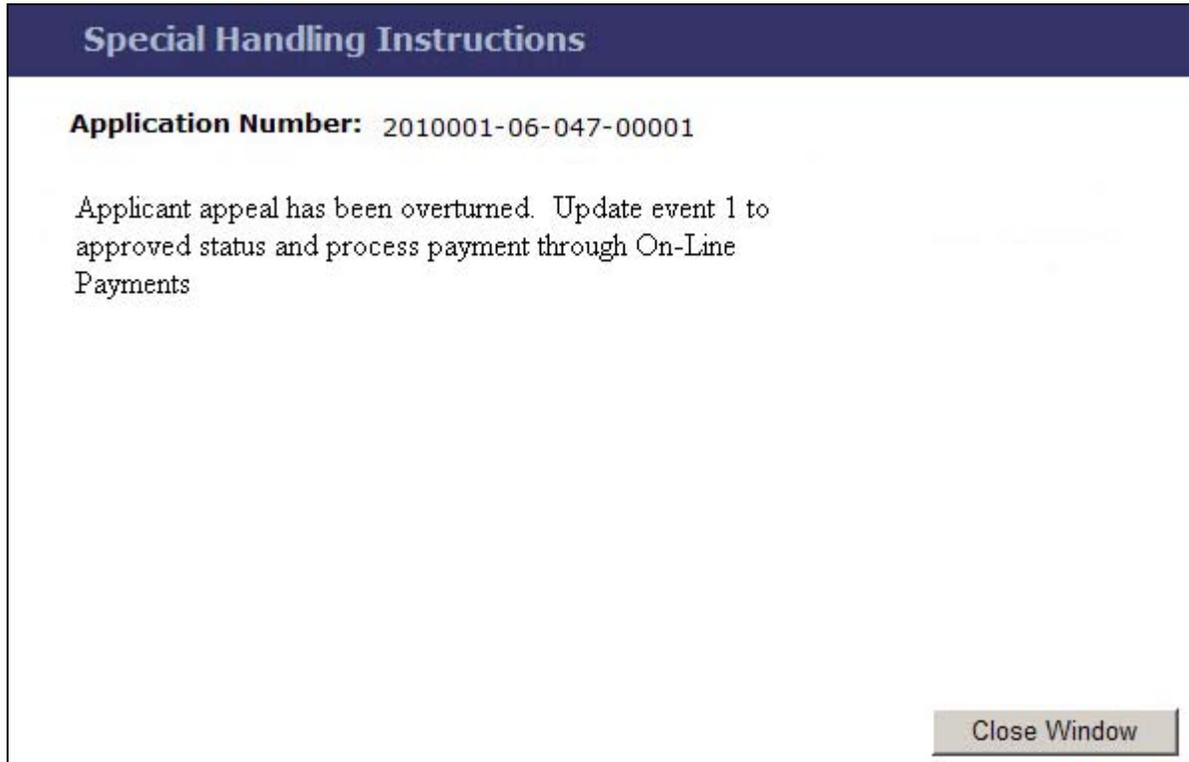
- Welcome, Lisandra Lima
User Role: FSA User
- Applications
 - Applications Main
 - New Application
 - Search by Applicant
 - Disapproval Letters
 - Mailing Labels
- Other Functions
 - View Notifications
 - Change County
 - Logout of eAuth

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following is an example of the Special Handling Instructions Screen. After reviewing the instructions, CLICK "Close Window".



Special Handling Instructions

Application Number: 2010001-06-047-00001

Applicant appeal has been overturned. Update event 1 to approved status and process payment through On-Line Payments

Close Window

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

After FSA-229-1 has been set to "Special Handling" by FAS, all events will become available in the Application Events list as shown on the following Application Events Screen. "Disapproved" or "Approved" statuses will remain as such and paid FSA-229-1's will remain paid and will **not** be canceled. The event status for applications in special handling must only be updated according to notification instructions.

The following is an example of the list of events that will be displayed for the selected FSA-229-1 in "Special Handling" status.

The screenshot shows the TAA for Farmers web interface. At the top, there are logos for USDA, United States Department of Agriculture, Foreign Agricultural Service, and Trade Adjustment Assistance For Farmers. A navigation bar includes links for TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The user is logged in as Lisandra Lima, an FSA User.

The main content area displays the following information:

- State: California, County: Merced
- Application Events
- Application Number: 2010001-06-047-00001
- Application Status: Special Handling (with a View Instructions button)
- 6 Events found, displaying all Events.

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Pending		Details	Update
3	Intensive Training	Pending		Details	Update
4	Travel Reimbursement	Pending	TBD	Details	Update
5	Initial Business Plan	Pending	TBD	Details	Update
6	Long-Term Business Adjustment Plan	Pending	TBD	Details	Update

Below the table, it states "6 Events found, displaying all Events." and includes a "Back to Applications Main" button.

At the bottom of the page, it shows "TAAF10APP15" and "Last Modified: November 15, 2010". A "Back To Top" link is also present.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

FSA-229-1's set to "Special Handling" by FAS do **not** go to "Regular" status if event 1 is put into "Pending" status. County Offices can; however, start a new FSA-229-1 under a different petition as long as there is no other FSA-229-1 in "Special Handling" or other status, with event 2 through 6 that is in "Approved" status.

Note: There can only be **one** FSA-229-1, regardless of FSA-229-1 status, for a given applicant and petition. If an applicant has already received benefits under another FSA-229-1, approval of any event (2 through 6) will **not** be permitted because of the existence of conflicting benefits.

All eligibility and other checks shall be completed **manually before** using OLP.

When FAS sets FSA-229-1 to "Special Handling", FAS user will enter detailed instructions about the specific "Special Handling" procedure required.

Example: Should a particular eligibility flag be ignored or should the payment be for some specific amount.

For other eligibility criteria that are **not** affected by the "Special Handling" of FSA-229-1, the County Office needs to confirm continued eligibility through the appropriate systems (Subsidiary Eligibility, etc.) before issuing the payment through OLP. If the applicant fails to meet 1 of the eligibility requirements that remain in force, the County Office should refer FSA-229-1 to FAS, checking the appropriate reason codes.

Payment limitation shall be checked separately and the payment amount reduced as applicable, **unless** specifically instructed by FAS to disregard such pay limits; such as complying with a court order to pay a specific amount.

Payment reductions because of direct attribution are to be applied manually, unless the reduction is because of the situation being overridden for FSA-229-1.

Example: FSA-229-1 had reason code 26, but FAS instructs the County Office to ignore that condition. However, 1 member of the entity is also flagged as "ineligible" because of AGI. The payment shall be reduced by that member's share.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

When County Offices approve payable events for FSA-229-1's in "Special Handling", the system will **not** perform automated processing of the payment, including eligibility checks. Payment **must** be made through OLP.

To update the event status for FSA-229-1's in "Special Handling", CLICK "**Update**" next to the applicable event on the Application Events Screen. The following Edit Application Event Screen will be displayed and allow users to change the FSA status to 1 of the following:

- "Approved"
- "Pending by FAS"
- "Referred To FAS".

The screenshot displays the 'Edit Application Event' interface. At the top, it identifies the user as Lisandra Lima, an FSA User. The application details are as follows:

- State: California, County: Merced
- Application Number: 2010001-06-047-00001
- Event: 5 - Initial Business Plan
- CFFM Status: P - Pending
- * FSA Status: Pending (dropdown menu is open)

The dropdown menu for FSA Status includes the following options: Pending, Approved, Pending, and Referred To FAS. A 'Cancel' button is located to the right of the dropdown.

At the bottom of the page, the version is identified as TAAF10APP14, last modified on November 15, 2010. A 'Back To Top' link is also present.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

When a payable event is set to "Approved" for a "Special Handling" FSA-229-1, the "Payment Amount" field will be displayed on the Edit Application Event Screen as follows. The County Office user **must** enter the amount that was paid to this applicant through OLP in the "Payment Amount" field **before** users CLICK "Update Event".

After "FSA Status" has been changed to "Approved", enter the amount that was paid to the applicant through OLP, and then CLICK "Update Event" to process the update.

The screenshot displays the 'Edit Application Event' interface. At the top, it identifies the user as Lisandra Lima (FSA User) and shows the application details: Application Number 2010001-06-047-00001, Event 5 - Initial Business Plan, and CFFM Status P - Pending. The FSA Status is set to 'Approved'. A 'Payment Amount' field is shown with a value of (1234.56) and a tooltip that reads: 'Enter the amount that was paid to this Application through Online Payments'. Below the field are 'Update Event' and 'Cancel' buttons. The left sidebar contains a 'TAAF Menu' with options like 'Applications Main', 'New Application', and 'Search by Applicant'. The bottom of the page includes the text 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top' link.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following Edit Application Event Screen will be displayed with a "Message from webpage" dialog box to verify the updates. CLICK "OK". The Event Details Screen will be displayed.

The screenshot shows the TAA for Farmers web application interface. At the top, there are logos for USDA (United States Department of Agriculture) and Trade Adjustment Assistance for Farmers. Below the logos is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main header area displays the user's location: State: California, County: Merced, and a "Help" icon. The page title is "Edit Application Event".

The left sidebar contains a "TAAF Menu" with the following items: Welcome, Lisandra Lima (User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and Other Functions (View Notifications, Change County, Logout of eAuth).

The main content area shows the following details for the application event:

- Application Number: 2010001-06-047-00001
- Event: 5 - Initial Business Plan
- CFFM Status: P - Pending
- * FSA Status: Approved (dropdown menu)
- * Payment Amount: 4000.00 (1234.56)

Below these details are two buttons: "Update Event" and "Cancel".

A "Message from webpage" dialog box is overlaid on the screen, containing the following text:

You have requested Event 5 be updated from 'Pending' to 'Approved'. Are you sure?

The dialog box has "OK" and "Cancel" buttons.

At the bottom of the page, there is a footer with the text: TAAF10APP14, Last Modified: November 15, 2010, and a "Back To Top" link.

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2 Processing FSA-229-1's in "Special Handling" Using TAA for Farmers Software (Continued)

C Status Updates for "Special Handling" (Continued)

The following is an example of the Event Details Screen displaying successful update. To continue, CLICK "Back to Events List".

The screenshot displays the TAA for Farmers web application interface. At the top, the USDA logo and "United States Department of Agriculture" are on the left, and the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo is on the right. Below the logos is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area is titled "Event Details" and shows the user's location as "State: California County: Merced". A blue information message states: "Info: The Application Event has been successfully updated". Below this, the "Application Number: 2010001-06-047-00001" is displayed. The event is identified as "Event 5 - Initial Business Plan" with the following status information: "CFFM Status: P - Pending", "FSA Status: A - Approved", and "Payment: \$4,000.00". A "Back to Event List" button is located below the status information. On the left side, there is a "TAAF Menu" with sections for "Applications" (containing links for Applications Main, New Application, Search by Applicant, Disapproval Letters, and Mailing Labels) and "Other Functions" (containing links for View Notifications, Change County, and Logout of eAuth). At the bottom of the page, the text "TAAF10APP20 Last Modified: November 15, 2010" is visible on the left, and a "Back To Top ^" link is on the right.