

For: State and County Offices

**Reprinting Disapproval Letters Using Updated
Trade Adjustment Assistance for Farmers (TAAF) Software**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The TAAF software generates disapproval letters for applications and events that are disapproved, according to Notice PS-710, subparagraph 3 J. However, if the disapproval letter is not saved, the letter is no longer available to reprint. The TAAF software was updated to provide users the ability to reprint disapproval letters that have already been generated.

B Purpose

This notice provides State and County Offices with instructions and guidance for using the reprint functionality in the TAAF software.

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at stacy.carroll@wdc.usda.gov
- telephone at 202-690-8037.

D Release Schedule

The TAAF software enhancements detailed in this notice were provided in Web Transmittal No. 295 on **May 10, 2012**.

Disposal Date	Distribution
May 1, 2014 1-31-14	State Offices; State Offices relay to County Offices

2 TAAF Disapproval Letter Reprint Process

A Reprinting Disapproval Letter(s)

To reprint disapproval letters from the **TAAF Menu**, under “Applications”, CLICK “**Reprint Letters**”. The following **Select Disapproval Letters to Reprint Screen** will be displayed with default values for Display Filter types. Default values are “**Petition**”, “**State**”, “**County**”, “**Sequence Number**”, and “**Event**”. The Display Filter will display **only** generated disapproval letters matching the filter criteria. By default, all applications that have had disapproval letters generated will be displayed as displayed in the following screen.

The screenshot shows the TAAF web application interface. At the top, there are logos for USDA and Trade Adjustment Assistance. The navigation bar includes links like 'TAAF Home', 'About TAAF', and 'Help'. The sidebar menu on the left has 'Reprint Letters' selected. The main content area is titled 'Select Disapproval Letters to Reprint' and features a 'Display Filter' section. This section includes dropdown menus for 'Petition' (set to '- All Petitions -') and 'Event' (set to '- All Events -'), and text fields for 'State' (Louisiana) and 'County' (Winn). A 'Sequence Number' field is also present with a note '(Last five digits of Application Number)'. An 'Update Display' button is located below the filter fields. Below the filter is a message: 'From the list below, select the Application Events for which you would like to reprint Disapproval Letters, then click "Reprint Selected Letters" to continue.' This is followed by 'Select All', 'Unselect All', and 'Reprint Selected Letters' buttons. A table displays 2 letters found, with columns for 'Select', 'Petition', 'Application', 'Letter Date', and 'Event'. The table contains two rows of data. Below the table, there are 'Select All', 'Unselect All', and 'Reprint Selected Letters' buttons again.

Note: The Display Filter for “**State**” and “**County**” is based on the user’s profile, is hard-coded, and **cannot** be changed. State Offices will have the option of filtering by their associated counties.

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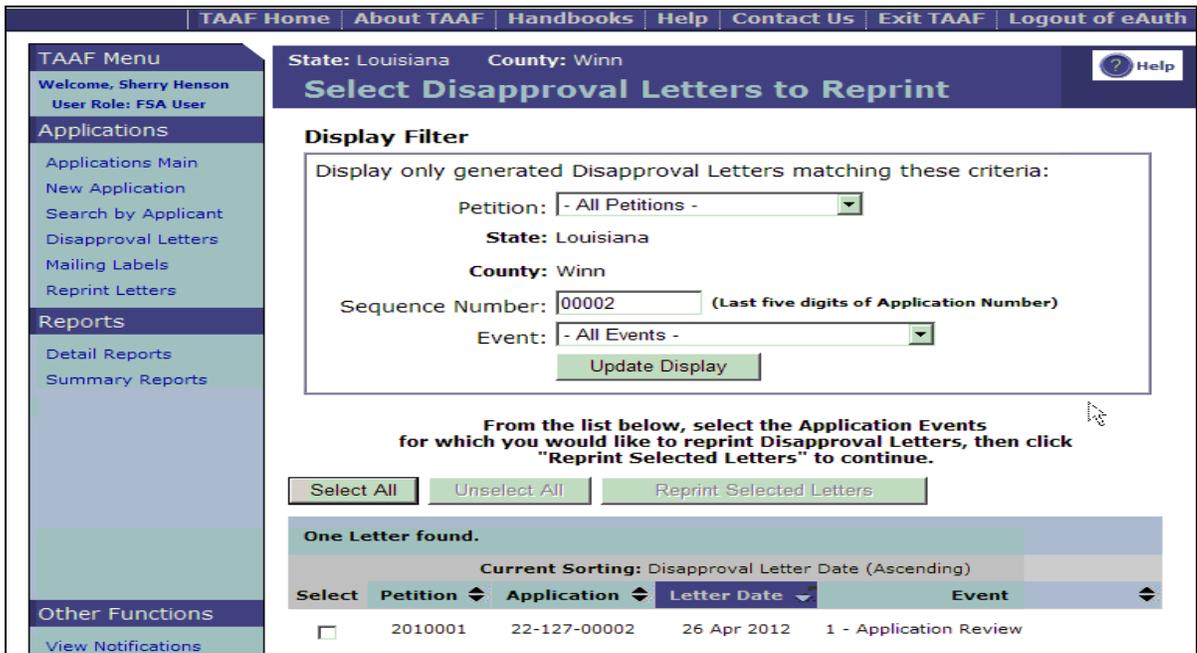
2 TAAF Disapproval Letter Reprint Process (Continued)

B Display Filter

The Display Filter for the “**Petition**” drop-down list will display all petitions available to a user’s profile as displayed on the following screen.



The Display Filter for “**Sequence Number**” will allow users to see a list based on the last 5 digits of the application number entered as the filter criteria.



Note: Additionally, the list that will be displayed may be sorted by “**Petition**”, “**Application**”, “**Letter Date**”, and “**Event**”.

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2 TAAF Disapproval Letter Reprint Process (Continued)

B Display Filter (Continued)

The Display Filter for the “Event” option will allow users to see a list based on events as provided in the following screen.

The screenshot shows the TAAF application interface. The top 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 Sherry Henson, FSA User. The main heading is "Select Disapproval Letters to Reprint". The "Display Filter" section allows users to filter results based on several criteria: Petition (set to "- All Petitions -"), State (Louisiana), County (Winn), and Sequence Number (00002, with a note that it represents the last five digits of the application number). The Event dropdown menu is open, showing a list of events including Application Review, Initial Training, Intensive Training, Travel Reimbursement, Initial Business Plan, and Long-Term Business Adjustment Plan. Below the filter are buttons for "Select All", "Unselect All", and "Reprint Selected Letters". A message indicates "2 Letters found, displaying all Letters." Below this is a table with columns for Select, Petition, Application, Letter Date, and Event. The current sorting is "Disapproval Letter Date (Ascending)".

Select	Petition	Application	Letter Date	Event
<input type="checkbox"/>	2010001	22-127-00002	26 Apr 2012	1 - Application Review

C Selecting Applications to Reprint

After filtering, the list will be displayed and users will have the option to “Select All”, “Unselect All”, or “Reprint Selected Letters” according to the following screen.

The screenshot shows the TAAF application interface. The top navigation bar and user information are the same. The "Display Filter" section is the same, but the "Event" dropdown is now closed. Below the filter are buttons for "Select All", "Unselect All", and "Reprint Selected Letters". A message indicates "2 Letters found, displaying all Letters." Below this is a table with columns for Select, Petition, Application, Letter Date, and Event. The current sorting is "Disapproval Letter Date (Ascending)".

Select	Petition	Application	Letter Date	Event
<input checked="" type="checkbox"/>	2010001	22-127-00002	26 Apr 2012	1 - Application Review
<input checked="" type="checkbox"/>	2010001	22-127-00001	27 Apr 2012	6 - Long-Term Business Adjustment Plan

Note: The “Reprint Selected Letters” option only becomes available when 1 or more letters are selected.

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2 TAAF Disapproval Letter Reprint Process (Continued)

C Selecting Applications to Reprint (Continued)

After clicking “**Reprint Selected Letters**”, the following **Reprint Disapproval Letters Screen** will be displayed. Users shall CLICK “**Continue**” or “**Cancel**”.

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, Sherry Henson
User Role: FSA User

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

Reports
Detail Reports
Summary Reports

State: Louisiana County: Winn

Reprint Disapproval Letters

Petition	Application	Letter Date	Event
2010001	22-127-00002	26 Apr 2012	1 - Application Review
2010001	22-127-00001	27 Apr 2012	6 - Long-Term Business Adjustment Plan

Please review your selections above and, if they are correct, click “Continue” to reprint the selected Disapproval Letters. If these selections are not correct, click “Cancel” to return to the selection page.

Continue Cancel

After clicking “**Continue**”, the following dialog box will be displayed with the message, “**Do you want to open or save this file?**” Users shall CLICK “**Open**” or “**Save**” to open or save the disapproval letters in PDF format. When users click “**Open**”, the disapproval letters will all be displayed at once.

File Download

Do you want to open or save this file?

Name: TAAF Report-20120427-021803.pdf
Type: Adobe Acrobat Document
From: outlet2.cert.sc.egov.usda.gov

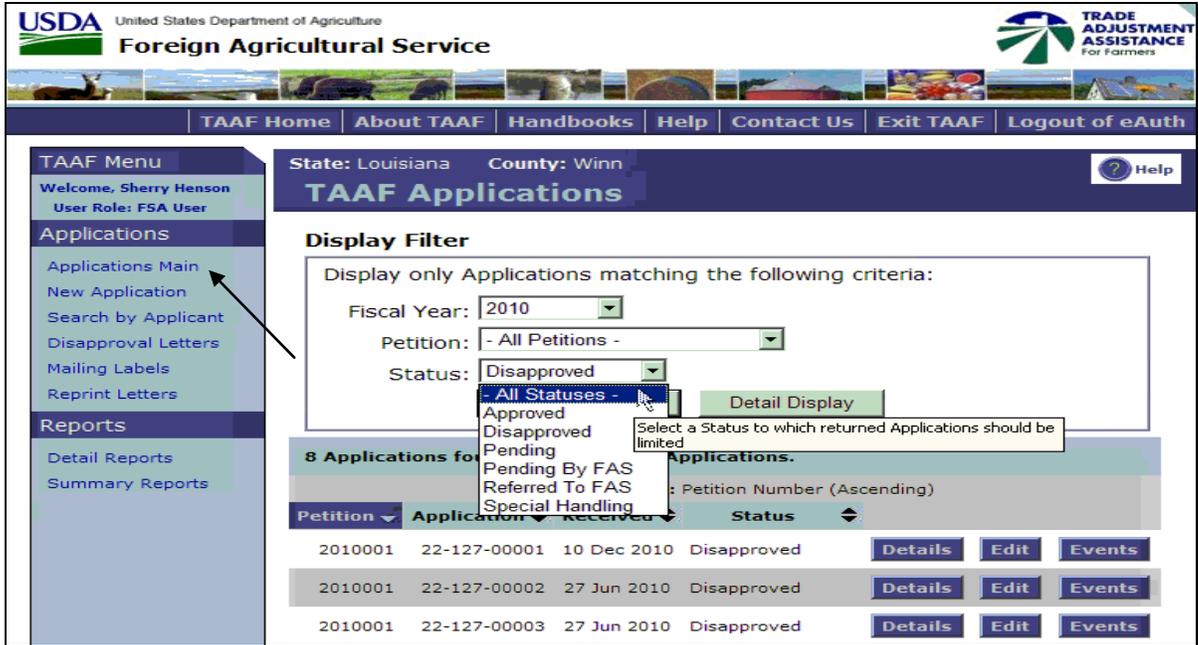
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

2 TAAF Disapproval Letter Reprint Process (Continued)

D Reprinting Disapproval Letters From the Applications Event Screen

Users may reprint disapproval letters from the **TAAF Menu**. Under “Applications”, CLICK “**Applications Main**” and the following **TAAF Applications Screen** will be displayed with default values for Display Filter types. The Display Filter will allow users to sort the applications by “**Fiscal Year**”, “**Petition**”, and “**Status**”. To reprint disapproval letters, from the “**Status**” drop-down list select, “**Disapproved**”, as displayed.



Note: It is optional to select criteria for “**Fiscal Year**” or “**Petition**”.

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2 TAAF Disapproval Letter Reprint Process (Continued)

D Reprinting Disapproval Letters From the Applications Event Screen (Continued)

After the Display Filter has provided the list of TAAF applications for the selected applicant according to the search criteria, users shall CLICK “**Events**”. The following **Application Events Screen** will be displayed with all the applicants’ events and statuses. To reprint the disapproval letter, CLICK “**Details**” for the disapproved applicant event.

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, Sherry Henson
User Role: FSA User

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

Reports
Detail Reports
Summary Reports

State: Louisiana County: Winn

Application Events

Application Number: 2010001-22-127-00001

Application Status: Disapproved

6 Events found, displaying all Events.

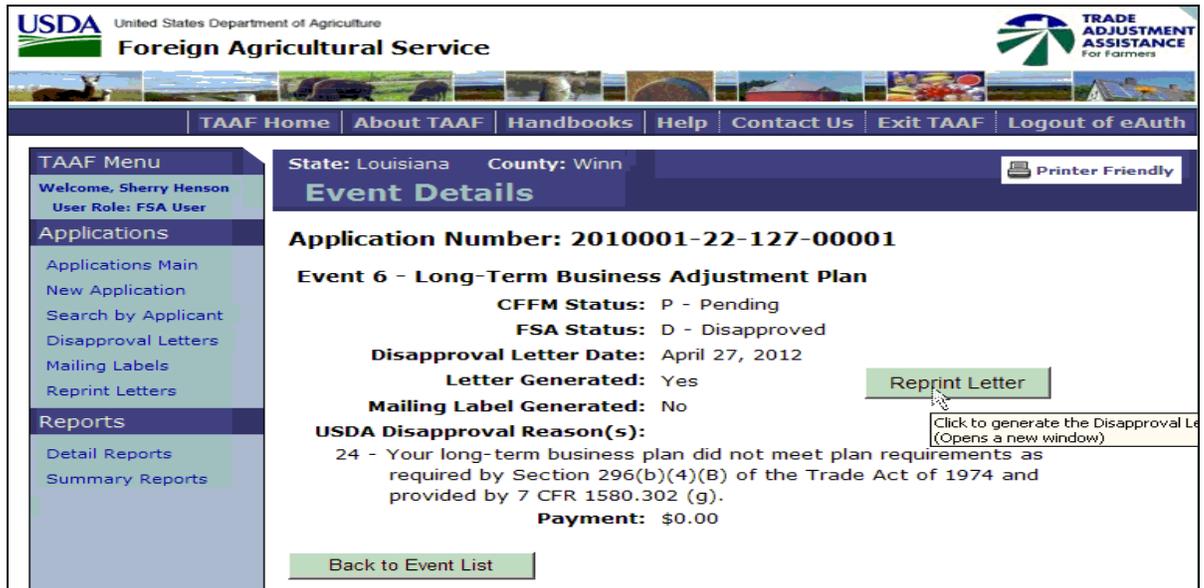
Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive Training	Approved		Details	Update
4	Travel Reimbursement	Approved	\$302.50	Details	Update
5	Initial Business Plan	Approved	TBD	Details	Update
6	Long-Term Business Adjustment Plan	Disapproved	\$0.00	Details	Update

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2 TAAF Disapproval Letter Reprint Process (Continued)

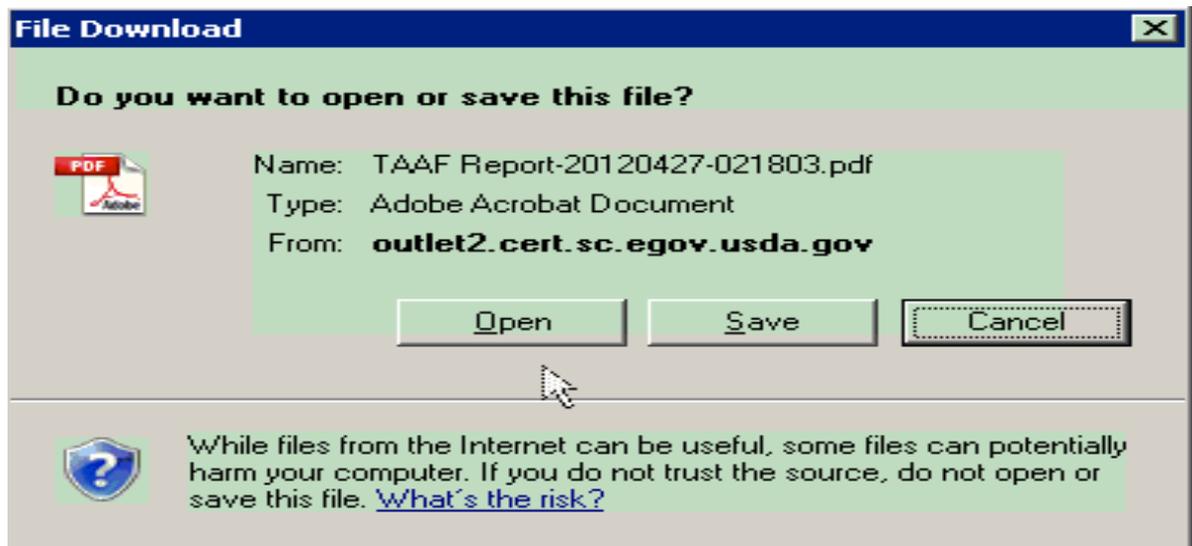
D Reprinting Disapproval Letters From the Applications Event Screen (Continued)

The following Event Details Screen will be displayed allowing users to select “**Reprint Letter**”, which will generate a disapproval letter for the event again.



The screenshot shows the TAAF Event Details screen. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service" and "TRADE ADJUSTMENT ASSISTANCE For Farmers". The navigation bar contains links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The left sidebar has a "TAAF Menu" with sections for "Welcome, Sherry Henson User Role: FSA User", "Applications" (with links for Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, and Reprint Letters), and "Reports" (with links for Detail Reports and Summary Reports). The main content area shows "State: Louisiana County: Winn" and "Printer Friendly". The "Event Details" section displays "Application Number: 2010001-22-127-00001" and "Event 6 - Long-Term Business Adjustment Plan". It lists "CFFM Status: P - Pending" and "FSA Status: D - Disapproved". The "Disapproval Letter Date" is "April 27, 2012" and "Letter Generated" is "Yes". A "Reprint Letter" button is visible. "Mailing Label Generated" is "No". The "USDA Disapproval Reason(s)" is "24 - Your long-term business plan did not meet plan requirements as required by Section 296(b)(4)(B) of the Trade Act of 1974 and provided by 7 CFR 1580.302 (g).". The "Payment" is "\$0.00". A "Back to Event List" button is at the bottom left. A tooltip over the "Reprint Letter" button reads "Click to generate the Disapproval Letter (Opens a new window)".

After clicking “**Reprint Letter**”, the following dialog box will be displayed with the message, “**Do you want to open or save this file?**”. Users shall CLICK “**Open**” or “**Save**” to open or save the disapproval letter in PDF format.



The screenshot shows a "File Download" dialog box. The title bar says "File Download" with a close button. The main text asks "Do you want to open or save this file?". To the left is a PDF icon. The file information is: "Name: TAAF Report-20120427-021803.pdf", "Type: Adobe Acrobat Document", and "From: outlet2.cert.sc.egov.usda.gov". At the bottom are three buttons: "Open", "Save", and "Cancel". A mouse cursor is pointing at the "Open" button. At the bottom of the dialog, there is a warning icon and text: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"