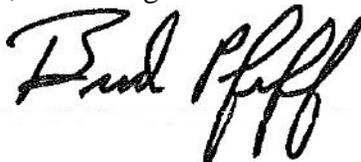


For: State and County Offices

**Instructions for Processing FY 2011 Trade Adjustment Assistance  
for Farmers (TAAF) Supplemental True-Up Payments**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The final FY 2011 “True-Up” process has been performed by FAS and FSA that allows FSA County Offices to disburse additional payments to eligible applicants who received FY 2011 prorated payments. This process is also used for determining unused funds that will eventually be de-obligated and returned to Treasury. The de-obligations process is complete and the remaining FY 2011 True-Up payments should now be in NPS and are ready for certification and signing.

**Notes:** Only FAS has authorization to update TAAF application and event statuses after a True-up has been performed for a respective FY.

State Offices shall follow instructions provided in subparagraph D to determine if additional disbursements must be made to eligible applicants who received FY 2011 prorated payments.

**B Completion Date**

All TAAF FY 2011 True-Up payments currently sitting in NPS shall be certified and signed as soon as possible. State offices shall request eFMS allocations for processing Online Payments (OLP) as soon as possible.

**C Purpose**

This notice provides State and County Offices with instructions and guidance for handling final FY 2011 TAAF supplemental True-Up payments.

<b>Disposal Date</b>  August 1, 2016	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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### 1 Overview (Continued)

#### D Generating Detailed Report Identifying FY 2011 Payments

To identify approved FY 2011 TAAF applicants that received the FY 2011 payments, State Offices shall generate a detailed report using the TAAF software as follows:

Access the TAAF application and under “Detailed Reports” select the following:

- FY: 2011
- Petition: All Petitions
- Application Status: Approved
- State: (State)
- County: All Counties
- Click “Generate Report.”

**Note:** TAAF FY 2011 payments will also show up in NPS and will have a transaction statement identifying it as a TAAF payment.

### 2 FY 2011 TAAF True-Up Payments

#### A Certify and Sign FY 2011 True-Up Payments

County Offices shall certify and sign FY 2011 True-Up payments in NPS as soon as possible.

#### B Processing Supplemental True-Up Payments for Applications in Special Handling

When an application is approved through “Special Handling”, the system will **not** perform automated processing of the payment; therefore, FY 2011 supplemental True-Up payments, for applications in “**Special Handling**” status **must** be made through OLP. States and counties shall follow instructions provided in subparagraph 2 C for processing payments for applications in Special Handling status using OLP. OLP guidance is provided in 1-FI, Part 3.

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### 2 FY 2011 TAAF True-Up Payments (Continued)

#### C Processing TAAF Payments in “Special Handling” Using OLP

OLP is a web-based software that will be used by TAAF for processing payments in “Special Handling” status. TAAF payments are automated payments, but the automated processing provided by Common Payment Framework does **not** support processing payments in “Special Handling” status (for example, court ordered payments, equitable relief, etc.). For processing TAAF 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
2788	2008	08TAAF2AUTH
2788	2009	09TAAF2AUTH

#### D Special Handling Payments

If the approved FY 2011 Special Handling applicant completed both the Initial Business Plan (IBP) and the Long Term Business Plan (LTBP) and received the full payment amounts (\$971.37 for IBP and \$1942.74 for LTBP respectively) before the True-Up process, then the Special Handling application should get the full FY 2011 supplemental True-Up payment amounts in OLP (**\$23.31** for IBP and **\$46.62** for LTBP totaling **\$69.93**) unless the County Office was instructed differently by FAS when the application was initially set to “Special Handling”. If the approved FY 2011 Special Handling applicant completed just the IBP (received just the \$971.37 payment before the True-Up process), then the Special Handling application should receive a True-Up payment through OLP in the amount of \$23.31.

**Note:** Producers will receive a “disbursement Transaction Statement” from FSA identifying the TAAF true-up payment.

When FAS initially set the application to “Special Handling”, FAS provided detailed instructions about the specific “Special Handling” procedure required. County Offices shall follow instructions provided by FAS accordingly.

**Example:** A particular eligibility flag is ignored or the payment is for some specific amount.

Once payable amounts have been determined and before payments can be processed through OLP, State Offices **must** request eFMS allocations for payable events. Requests for eFMS allocations shall be submitted by e-mail to Danielle Cooke at **danielle.cooke@wdc.usda.gov**.

The TAAF software will **not** perform automated processing of the payment, including eligibility checks for approved payable events for applications in “Special Handling”. All eligibility and other checks **must** be completed manually before processing payments through OLP.

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**2 FY 2011 TAAF True-Up Payments (Continued)**

**D Special Handling Payments (Continued)**

For other eligibility criteria that are not affected by the “Special Handling” of FSA-229-1, the County Office shall 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 shall provide that information to Pete Burr using the table provided in this subparagraph, with the appropriate disapproval reason.

Payment limitation shall be checked separately and the payment amount reduced as applicable, **unless** specifically instructed by FAS to disregard these 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.

**E Updating the TAAF Software for Payments Processed Through OLP**

Since Special Handling payments are processed using OLP, the TAAF software will have no knowledge of payment amounts for the Special Handling applications paid through OLP. **ONLY** FAS has authorization to update TAAF application and event statuses **after** True-Up has been performed for a respective FY, therefore after the FY 2011 True-Up payments are made in OLP, FAS will put the payment amounts in TAAF software for Special Handling applications for recording purposes. State Offices must provide the following payment information in the table below to Pete Burr at **Pete.Burr@fas.usda.gov** for each payable event:

<b>ST/CO Code</b>	<b>Fiscal Year</b>	<b>Payee</b>	<b>Petition</b>	<b>Application</b>	<b>Payable Event</b>	<b>Event Status</b>	<b>Payment Amount</b>	<b>Disapproval Reason</b>

**F Processing Supplemental True-Up Payments for Customers With Incorrect Banking Information**

County Offices must verify the customers have the correct banking information established in Financial Service before payments are made. If banking or address information is incorrect on the original disbursement, Treasury sends the disbursement back to FAS to correct and reissue. This is new functionality that was implemented within NPS May 1, 2014.

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### 2 FY 2011 TAAF True-Up Payments (Continued)

#### F Processing Supplemental True-Up Payments for Customers With Incorrect Banking Information (Continued)

Additional instructions are provided in 1-FI, Part 7. The following is a quick overview of the process.

- TAAF payment made using current banking or address information from Financial Services. If payment is submitted to NPS using OLP, payment is certified and signed and the current banking and/or address info is pulled from Financial Services. Treasury disburses the payments.
- Banking and/or address information is incorrect and disbursement is returned to FSA by Treasury.
- Returned item is then loaded to the ACH/Treasury Check Replacement Certification worklist in NPS. County Office will then have to determine what the correct banking or address information should be, update Financial Services (or SCIMS for the address), reset the payment within the worklist and then certify and sign the disbursement replacement.

**Notes:** If payment is made through OLP, it is processed only once. The returned item does not go back through OLP and will appear on the Treasury Replacement Worklist for County Office handling.

After all efforts to obtain current banking or address information are exhausted, the payment will remain on the Treasury Replacement Worklist indefinitely or until resolved.

### 3 State and County Office Action

#### A State Office Action

State Offices shall ensure that County Offices are aware of the contents of this notice.

#### B County Office Action

County Offices shall comply with the instructions provided in this notice.

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### 3 State and County Office Action (Continued)

#### 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.

For questions about TAAF policy, State Offices shall contact Danielle Cooke, PSD, by either of the following:

- e-mail at **danielle.cooke@wdc.usda.gov**
- telephone at 202-720-1919.