

**For:** State Offices

**Updating Normal Mortality Rates for TAP**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice TAP-41, issued August 5, 2009, provides State Offices with instructions for:

- establishing normal mortality rates for TAP
- submitting names of the users who will be granted State Office administrative rights to update TAP normal mortality rates in the system.

Software is now available to load TAP normal mortality rates.

**B Purpose**

This notice provides procedure for using the State Office administrative process to load TAP normal mortality rates.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2009	State Offices

## Notice TAP-42

### 2 State Office Access to TAP Web Site

#### A Accessing the TAP Home Page

To access the TAP Home Page, go to [intranet.fsa.usda.gov/fsa/FSAIntranet\\_applications.html](http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html), and under Production Adjustment and Disaster Programs, CLICK “**TAP – Tree Assistance Program (2008-2011)**”.

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

#### B TAP Login Screen

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

The screenshot shows the USDA Farm Service Agency Tree Assistance Program (TAP) login screen. At the top left is the USDA logo and the text "United States Department of Agriculture Farm Service Agency". At the top right is the title "Tree Assistance Program (TAP)". Below the title is a horizontal strip of nine small images related to agriculture. Below the images is a navigation bar with links: "TAP Home", "About FSA", "Help", "Contact Us", "Exit TAP", and "Logout of eAuth". On the left side, there is a "TAP Menu" box with links: "Sign Up", "Blank FSA-899", and "TAP Home Page". The main content area has a "TAP" heading, followed by a paragraph: "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. TAP was authorized by the 2002 Farm Bill." Below this paragraph is a button labeled "Enter TAP". At the bottom, there is a paragraph about accessibility: "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." At the very bottom is a footer with links: "TAP Home | National User Menu | ASG Menu | Admin Menu | FSA Internet | FSA Intranet | USDA.gov | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

## Notice TAP-42

### 2 State Office Access to TAP Web Site (Continued)

#### C USDA eAuthentication Warning Screen

After users click “**Enter TAP**”, the USDA eAuthentication Warning Screen will be displayed. Click “**I Agree**” to proceed or “**Cancel**” to end the process.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- 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:
  - 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.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - 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.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

## Notice TAP-42

### 2 State Office Access to TAP Web Site (Continued)

#### D eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.

The Administrator Main Menu will be displayed.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

### eAuthentication Login

User ID:

[Forgot your User ID?](#)

Password:

[Forgot your Password?](#)  
[Change My Password](#)

#### What's New

**NEW! Improvements to USDA Employee Registration**

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click [here](#) for more information!

**Self-Service Enhancements**

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. Click [here](#) for more information!

**Important! Employees and Contractors:**

- Please update your business email and phone in your profile. Click [here](#) for additional details.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)  
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

## Notice TAP-42

### 3 TAP Administrator Main Menu

#### A Overview

The Administrator Main Menu will be displayed after State Office administrative users are logged in and have been authenticated. If State Office administrative access has **not** already been requested, see subparagraph D.

#### B Administrator Main Menu

Following is an example of the Administrator Main Menu.

The screenshot displays the TAP Administrator Main Menu. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'Farm Service Agency' and 'Tree Assistance Program (TAP)' are on the right. Below this is a navigation bar with links: TAP Home, About FSA, Help, Contact Us, Exit TAP, and Logout of eAuth. The main content area features a 'TAP Menu' sidebar on the left with 'Welcome', 'Role: State User Administrator', and 'Sign Up' options. The central area is titled 'Administrator Main Menu' and contains a 'Mortality Rates' link. At the bottom, there is a footer with various links including TAP Home, National User Menu, ASG Menu, Admin Menu, FSA Internet, FSA Intranet, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

#### C Action

State Office administrative users shall **CLICK “Mortality Rates”**. The Mortality Rate Maintenance Screen will be displayed.

## Notice TAP-42

### 3 TAP Administrator Main Menu (Continued)

#### D Requesting 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
- FAX information to 202-720-0051, Attn: Neeru Gulati

**Note:** Include on the FAX 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.

## Notice TAP-42

### 4 Mortality Rate Maintenance

#### A Overview

The Mortality Rate Maintenance Screen provides for:

- State, county, and year selection
- adding mortality rates
- editing and/or deleting existing mortality rates.

#### B Mortality Rate Maintenance Screen

Following is an example of the Mortality Rate Maintenance Screen.

The screenshot shows the 'Mortality Rate Maintenance' screen within the USDA Farm Service Agency's Tree Assistance Program (TAP). The page header includes the USDA logo, 'United States Department of Agriculture', 'Farm Service Agency', and 'Tree Assistance Program (TAP)'. A navigation bar contains links for 'TAP Home', 'About FSA', 'Help', 'Contact Us', 'Exit TAP', and 'Logout of eAuth'. A left sidebar menu lists 'TAP Menu', 'Welcome', 'Role: State User Administrator', 'Sign Up', 'Blank FSA-899', 'TAP Home Page', and 'Last Modified: 7/22/09 4:31 PM'. The main content area features a title bar 'Mortality Rate Maintenance' and a 'Go back to the Admin Menu' button. Below this are three dropdown menus for 'State' (Mississippi), 'County' (Adams), and 'Program Year' (2008). A table displays existing mortality rates with columns for FSA Code, Active Status, Approval Status, Crop Name, Mortality Rate, and Action. The table contains two rows: one for Guava (FSA Code 0498, Active Status Active, Approval Status Pending, Mortality Rate 3.00%) and one for Almonds (FSA Code 0028, Active Status Active, Approval Status Pending, Mortality Rate 2.00%). Below the table is a link to 'Add a New Mortality Rate' and another 'Go back to the Admin Menu' button. The footer includes 'Screen Id: TAPADM\_0016', a 'Top Page' link, and a navigation bar with links for 'TAP Home', 'National User Menu', 'ASG Menu', 'Admin Menu', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

USDA United States Department of Agriculture  
Farm Service Agency  
Tree Assistance Program (TAP)

TAP Home | About FSA | Help | Contact Us | Exit TAP | Logout of eAuth

**TAP Menu**  
Welcome  
Role: State User Administrator  
**Sign Up**  
Blank FSA-899  
TAP Home Page  
Last Modified: 7/22/09 4:31 PM

**Mortality Rate Maintenance**  
Go back to the Admin Menu

State: Mississippi  
County: Adams  
Program Year: 2008

FSA Code	Active Status	Approval Status	Crop Name	Mortality Rate	Action
0498	Active	Pending	Guava	3.00%	Edit
0028	Active	Pending	Almonds	2.00%	Edit

[Add a New Mortality Rate](#)

Go back to the Admin Menu

Screen Id: TAPADM\_0016 [Top Page](#)

TAP Home | National User Menu | ASG Menu | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

**Notice TAP-42**

**4 Mortality Rate Maintenance (Continued)**

**C Field Descriptions and Actions**

The following table provides field descriptions and actions to be taken on the Mortality Rate Maintenance Screen.

<b>Field</b>	<b>Description/Action</b>
State	Select State to be updated from the drop-down box.
County	Select county to be updated from the drop-down box.
Program Year	Select program year to be updated from the drop-down box.
FSA Code	Crop code assigned to the listed crop.
Active Status	Status of either “active” or “inactive”. If the rate is in an inactive status, applications <b>cannot</b> be taken for that crop. Applications can <b>only</b> be taken for crops with active approved mortality rates. Mortality rates <b>cannot</b> be deleted. If a mortality rate no longer applies, the active status should be changed to inactive through the edit mortality rate process.
Approval Status	Status of either “pending” or “approved”. If the rate is in a pending status, applications <b>cannot</b> be taken for that crop. Applications can <b>only</b> be taken for crops with active approved mortality rates.
Crop Name	Type of tree.
Mortality Rate	Mortality rate that was entered for the crop.
Action	If users CLICK “ <b>Edit</b> ”, users can edit an existing rate. See paragraph 5 for additional information on editing an existing rate.
Add a New Mortality Rate	If users CLICK “ <b>Add a New Mortality Rate</b> ”, the Add Mortality Rate Screen will be displayed. Users can add additional mortality rates. See paragraph 6 for additional information on adding mortality rates.
Go Back to the Admin Menu	If users CLICK “ <b>Go Back to the Admin Menu</b> ”, the Administrator Main Menu will be displayed.

## Notice TAP-42

### 5 Editing Mortality Rates

#### A Overview

The Edit Mortality Rate Screen allows users to edit existing mortality rates for a particular type of tree.

#### B Edit Mortality Rate Screen

Following is an example of the Edit Mortality Rate Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Tree Assistance Program (TAP)

TAP Home | About FSA | Help | Contact Us | Exit TAP | Logout of eAuth

**TAP Menu**  
Welcome  
Role: State User Administrator  
Sign Up  
Blank FSA-899  
TAP Home Page  
Last Modified:  
6/26/09 1:12 PM

**Edit Mortality Rate**

Warning: Selecting multiple counties will override the data if it already exists for that county

Program Year: 2008  
State: Mississippi  
County: Adams

Multi-County Selection  Select All

<input checked="" type="checkbox"/> Adams	<input type="checkbox"/> Alcorn	<input type="checkbox"/> Amite	<input type="checkbox"/> Attala
<input type="checkbox"/> Benton	<input type="checkbox"/> Bolivar	<input type="checkbox"/> Calhoun	<input type="checkbox"/> Carroll
<input type="checkbox"/> Chickasaw	<input type="checkbox"/> Choctaw	<input type="checkbox"/> Claiborne	<input type="checkbox"/> Clarke
<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...	<input type="checkbox"/> ...

Crop Name: Guava  
Mortality Rate: 3.0 %  
Status: Active  InActive

Save Cancel

Screen Id: TAPADM\_0018 [Top Page](#)

TAP Home | National User Menu | ASG Menu | Admin Menu | FSA Internet | FSA Intranet | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

5 Editing Mortality Rates (Continued)

C Action

To edit the existing mortality rate, enter the new mortality rate in “**Mortality Rate**” and do any of the following:

- CLICK “**Save**” to update the mortality rate to the County that is displayed
- CHECK (✓) “**Select All**” to update the mortality rate to **all** counties in the State
- in the Multi-County Selection box, CHECK (✓) individual county names within the State to update selected individual counties
- CLICK “**Cancel**” to cancel the mortality rate edit.

D Editing Approved Mortality Rates

If an approved mortality rate is edited, the updated mortality rate will be placed in a pending status. The approved mortality rate will continue to be used until the updated mortality rate is approved.

Following is an example of the Mortality Rate Maintenance Screen when an approved mortality rate is edited.

The screenshot shows the 'Mortality Rate Maintenance' interface. At the top, there is a navigation bar with links: TAP Home, About FSA, Help, Contact Us, Exit TAP, and Logout of eAuth. On the left, a 'TAP Menu' sidebar displays the user's role as 'State User Administrator' and provides links for 'Sign Up', 'Blank FSA-899', and 'TAP Home Page'. The main content area features a title bar 'Mortality Rate Maintenance' and a 'Go back to the Admin Menu' button. Below this, there are dropdown menus for 'State' (Mississippi), 'County' (Adams), and 'Program Year' (2008). The central element is a table with columns for FSA Code, Active Status, Approval Status, Crop Name, Mortality Rate, and Action. The table lists several crops with their respective mortality rates and approval statuses. A link 'Add a New Mortality Rate' is located below the table, and another 'Go back to the Admin Menu' button is at the bottom.

FSA Code	Active Status	Approval Status	Crop Name	Mortality Rate	Action
0054	Active	Pending	Apples	1.75%	Edit
	Active	Approved	Apples	1.50%	-- --
0146	Active	Approved	Pecans	2.30%	Edit
0176	Active	Pending	Coffee	5.00%	Edit
0498	Active	Pending	Guava	3.00%	Edit
0028	Active	Approved	Almonds	2.00%	Edit

## Notice TAP-42

### 6 Adding Mortality Rates

#### A Overview

The Add Mortality Rate Screen allows users to add new mortality rates for each type of tree.

#### B Add Mortality Rate Screen

Following is an example of the Add Mortality Rate Screen.

The screenshot shows the 'Add Mortality Rate' screen within the USDA Farm Service Agency's Tree Assistance Program (TAP). The page header includes the USDA logo, 'United States Department of Agriculture', 'Farm Service Agency', and 'Tree Assistance Program (TAP)'. A navigation bar contains links for 'TAP Home', 'About FSA', 'Help', 'Contact Us', 'Exit TAP', and 'Logout of eAuth'. On the left, a 'TAP Menu' sidebar displays 'Welcome', 'Role: State User Administrator', and 'Sign Up' options. The main content area features a title bar 'Add Mortality Rate' and the following form fields: 'Program Year: 2008', 'State: Mississippi', 'County: Adams' (a drop-down menu), 'Crop Name: Almonds' (a drop-down menu), 'Mortality Rate: [ ] . [ ] %', and 'Status: Active' (selected radio button) and 'Inactive' (unselected radio button). 'Save' and 'Cancel' buttons are located below the status options. At the bottom, the screen ID 'TAPADM\_0017' and a 'Top Page' link are visible, along with a footer containing various links like 'FOIA', 'Accessibility Statement', and 'USDA.gov'.

#### C Action

Use the drop-down boxes to select the applicable:

- county

**Note:** The “County” drop-down box includes a “Select Many” option. If “Select Many” is selected, the user has the ability to select more than 1 county to which the rates will apply. See subparagraph D for additional information.

- crop name.

User shall enter the mortality rate applicable to the selected county and type of tree and select whether the mortality rate shall be updated as active or inactive.

When users click “**Save**”, the Mortality Rate Maintenance Screen will be redisplayed. See paragraph 4 for additional information on the Mortality Rate Maintenance Screen.

6 Adding Mortality Rates (Continued)

D Selecting Many Counties

If from the “County” drop-down box, users select the “Select Many” option, the following screen will be displayed.

The screenshot displays the 'Add Mortality Rate' interface within the USDA Farm Service Agency's Tree Assistance Program (TAP). The page header includes the USDA logo and the text 'United States Department of Agriculture Farm Service Agency' and 'Tree Assistance Program (TAP)'. A navigation bar contains links for 'TAP Home', 'About FSA', 'Help', 'Contact Us', 'Exit TAP', and 'Logout of eAuth'. On the left, a 'TAP Menu' sidebar lists options like 'Welcome', 'Role: State User Administrator', and 'Sign Up'. The main content area features a 'Multi-County Selection' table with checkboxes for counties such as Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, and Clarke. Below the table, there are input fields for 'Mortality Rate' and 'Status' (Active/Inactive), and 'Save' and 'Cancel' buttons. The footer contains the screen ID 'TAPADM\_0017' and a 'Top Page' link.

Users can do either of the following:

- check (✓) “Select All” to add the mortality rate to all counties in the State
- in the Multi-County Selection box, check (✓) next to county names listed to add the mortality rate to individual counties within the State.