

**For:** State and County Offices

**Trade Adjustment Assistance for Farmers (TAAF) Program Application Software**

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



**1 Overview**

**A Background**

The American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) reauthorizes and modifies the TAAF Program as established Trade Act of 2002 (Pub. L. 107-210), Title 1, Subtitle C, that amended the Trade Act of 1974. Pub. L. 111-5 authorizes an appropriation of not more than \$90 million for FY's 2009 and 2010, and \$22.5 million for the first quarter of FY 2011, to carry out the TAAF Program for producers of agricultural commodities.

The TAAF application processing software, developed by FSA, allows FSA County Office employees to enter applicant data online using a web-based process available on the FSA Intranet. The complete TAAF software package is an integrated 3-part process, consisting of the following:

- petition
- application
- payment.

**Important:** TAAF:

- software requires **eAuthentication** access; see subparagraph 2 A
- payments will be supported by NPS.

**B Purpose**

This notice provides instructions and guidance to State and County Offices for processing FSA-229-1's using the web-based TAAF application processing software located on FSA's Intranet web site.

Obsolete Notice PS-684 provided State and County Offices with instructions and guidance for processing web-based TAAF payments and corrections.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2014	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C General Information About the Manual Excel File and Application Software

Because the TAAF application processing software was not available when FSA-229-1's were being accepted, FSA created a manual Excel file process. The manual Excel file process allowed FSA State and County Office employees to manually enter certain data into an Excel spreadsheet from the manually submitted FSA-229-1's. All data elements entered into the spreadsheet by FSA State and County Office employees were uploaded to the TAAF application processing software according to 1-SP. State and County Offices were notified when the transition from the Excel spreadsheet to the TAAF application processing software could begin.

#### D Petition Process Is Integrated

The petition process:

- was created specifically for FAS employees in Washington, DC, to enter petitions online
- is integrated with the FSA application and payment processes that allow FSA County Office employees to view and select an approved petition online, to link to FSA-229-1's.

#### E TAAF Application Processing for FSA Employees

The integrated TAAF application processing software is designed for FSA County Office employee use and can be accessed through the Intranet. FSA County Office employees will be entering data for applicants from the manual FSA-229-1's.

The data entered for each FSA-229-1 is stored in a database to later allow FAS employees in Washington, DC, to:

- perform pro-rating functions, and initiate payment calculations
- initiate the payment processing functions (unlock) when appropriate, so that FSA County Offices can proceed with payment processing for approved FSA-229-1's in the database.

#### F Integrated TAAF Payment Processing Software

TAAF payment processing software is designed to integrate with both the petition processing software and the application processing software, to allow processing payments.

#### G 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](mailto:stacy.carroll@wdc.usda.gov)
- telephone at 202-690-8037.

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### 1 Overview (Continued)

#### H Release Schedule

The TAAF application processing software detailed in this notice was provided in Web Transmittal No. 245 on **March 4, 2011**.

### 2 Getting Started

#### A eAuthentication Login

- under “Links”, CLICK “**FSA Applications**”
- under “Price Support”, CLICK “**Trade Adjustment Assistance for Farmers**”
- eAuthentication Warning Screen will be displayed
- CLICK “**I Agree**” and the eAuthentication Login Screen will be displayed
- enter user ID and password, CLICK “**Login**”, and the following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

Select	County	State
<input type="radio"/>	Ford	Kansas

Submit

TAAF10COM11  
Last Modified: November 22, 2010

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### 2 Getting Started (Continued)

#### B Trade Adjustment Assistance for Farmers (TAAF) Home Page

After a successful county selection, the following Trade Adjustment Assistance for Farmers (TAAF) Home Page will be displayed with the message, “Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application”.

On the Trade Adjustment Assistance for Farmers (TAAF) Home Page, under “TAAF Menu”, “Applications”, users can access the following:

- “Applications Main”
- “New Application”
- “Search by Applicant”
- “Disapproval Letters”
- “Mailing Labels”.

The screenshot shows the TAAF Home Page interface. At the top, it displays the user's state and county: "State: Kansas County: Ford". The main heading is "Trade Adjustment Assistance for Farmers (TAAF)". Below this, a welcome message reads: "Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application. Please select an item from the menu at the left to begin." On the left side, there is a "TAAF Menu" with a sub-section for "Applications" containing the following links: "Applications Main", "New Application", "Search by Applicant", "Disapproval Letters", and "Mailing Labels". Below the "Applications" section is an "Other Functions" section with links for "Change County" and "Logout of eAuth". At the bottom of the page, the text "TAAF10COM01 Last Modified: October 27, 2010" is visible on the left, and a "Back To Top ^" link is on the right.

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### 3 TAAF Application Process

#### A “New Application” Option

This function shall **not** be used for FSA-229-1’s that have been uploaded using the Excel spreadsheet according to 1-SP. State and County Offices:

- were notified when all FSA-229-1’s were uploaded from the Excel spreadsheet
- can use the “Search by Applicant” option from “TAAF Menu”, “Applications” to verify that FSA-229-1 exists.

To record a new FSA-229-1, under “TAAF Menu”, “Applications”, CLICK “**New Application**”. The following SCIMS Customer Search Screen will be displayed that allows users to search for applicants.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

**Location**

State: KANSAS County (Optional): FORD

Service Center (Optional): ALL SERVICE CENTERS

Service Center Details National Search:

**Type**

Individual  Business  Both

Active  Active and Inactive

**Name**

Starts With  Exact Match

Last or Business:

First:

**Tax ID**

ID:

ID Type: SELECT ONE

Whole ID  Last 4 Digits

**Other**

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

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### 3 TAAF Application Process (Continued)

#### A “New Application” Option (Continued)

After selecting an applicant from SCIMS, the following New Application - Enter Application Data Screen will be displayed that allows the user to add an application to the TAAF web-based database using information gathered on the manual FSA-229-1. Data fields with an asterisk are **required** entries. Fields with a drop-down list indicate additional data is available. Use “Petition” drop-down list to display a list of approved petitions from which to select. Details of the petition selected may be viewed by clicking on the “Details” button.

**TAAF Menu**  
Welcome, Erin Huston  
User Role: FSA User

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

**Other Functions**  
Change County  
Logout of eAuth

State: Kansas County: Ford

**New Application - Enter Application Data** Help

**Selected Applicant:** Any Farmer

**Applicant Address:** 1212 Any Street  
Anytown, ST 12345

Select Different Applicant

\* Petition: -- Select a Petition -- Details

\* Date Received: 12/34/5678  
(MM/DD/YYYY)

Preferred Contact Phone: 123-456-7891

**Preferred Contact Email:** No e-mail address information in SCIMS

Primary Training Alternate:   
(FirstName LastName)

Second Training Alternate:   
(FirstName LastName)

\*\* Refused Payment:  Yes, Applicant HAS refused cash payments  
 No, Applicant HAS NOT refused cash payments

\* County Office Email:   
(xxxx@xxxx.usda.gov)

Add Application Cancel

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### 3 TAAF Application Process (Continued)

#### A “New Application” Option (Continued)

When users select a petition from the “Petition” drop-down list, the “Details” button becomes available that allows the user to view details of the selected petition. The following is an example of the Details of Selected Petition Screen.



**Note:** If a user completes an application and then decides that the petition selected is incorrect, the County Office must:

- review the application (subparagraph B)
- on the Review Eligibility Screen, in the “Describe Reason(s)” block, ENTER “**County Office selected incorrect Petition**” (subparagraph C)
- refer the application to FAS for disapproval (subparagraph D)
- create a new application using the correct petition.

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### 3 TAAF Application Process (Continued)

#### A “New Application” Option (Continued)

After all entries have been completed, CLICK “**Add Application**”. The following Application Details Screen will be displayed with the message, “Info: The new Application has been successfully created”.

CLICK “**Back to Applications Main**” to **review** the application and answer the review questions.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User	<b>State:</b> Kansas <b>County:</b> Ford	 <b>Printer Friendly</b>
<b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	<b>Application Details</b>	
<b>Other Functions</b> Change County Logout of eAuth	<b>Info:</b> The new Application has been successfully created	
	<b>Application Number:</b> 20-057-00001	
	<b>Petition:</b> 2010888 - testing (0123)	
	<b>Application Status:</b> Pending	
	<b>Date Received:</b> Monday, February 14, 2011	
	<b>Applicant:</b> Any farmer	
	<b>Applicant Address:</b> 1212 Any Street Anytown, ST 12345	
	<b>Preferred Contact Phone:</b> 123-456-7891	
	<b>Preferred Contact Email:</b> None Selected	
	<b>Primary Training Alternate:</b> None Specified	
	<b>Second Training Alternate:</b> None Specified	
	<b>Refused Payment:</b> No, Applicant HAS NOT refused cash payments	
	<b>County Office Email:</b> firstname.lastname@st.usda.gov	
	<input type="button" value="Edit"/>	<input type="button" value="Back to Applications Main"/>

3 TAAF Application Process (Continued)

B Reviewing Application Questions

The following TAAF Applications Screen will be displayed that allows the user to:

- review “**Details**” of the application
- “**Edit**” the application
- “**Review**” the application questions.

To review the application questions, next to the applicable petition, CLICK “**Review**”.

The screenshot displays the TAAF Applications web interface. At the top, it shows the user's location as State: Kansas and County: Ford. The main heading is "TAAF Applications". On the left, there is a "TAAF Menu" with options like "Welcome, Erin Huston", "User Role: FSA User", and "Applications" (with sub-options: Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels). Below that are "Other Functions" (Change County, Logout of eAuth). The main content area features a "Display Filter" section with the instruction "Display only Applications matching the following criteria:". It includes three dropdown menus: "Fiscal Year: - All Years -", "Petition: - All Petitions -", and "Status: - All Statuses -". There are "Update Display" and "Detail Display" buttons. Below the filter, it states "One Application found." and shows "Current Sorting: Petition Number (Ascending)". A table lists the application with columns: Petition, Application, Received, and Status. The row shows: 2010888, 20-057-00001, 14 Feb 2011, Pending. To the right of the row are buttons for "Details", "Edit", and "Review". At the bottom, it says "One Application found." and includes the text "TAAF10APP01 Last Modified: October 11, 2010" and a "Back To Top" link.

**Note:** If the application has already been reviewed, “**Review**” will no longer be available and will be replaced with “**Event**” that allows the user to review the application status.

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### 3 TAAF Application Process (Continued)

#### B Reviewing Application Questions (Continued)

The following Review Application Screen will be displayed that allows the user to answer the review questions. After all questions have been answered, CLICK “Continue”.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User	<b>State:</b> Kansas <b>County:</b> Ford	
<b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels	<b>Review Application</b>	
<b>Other Functions</b> Change County Logout of eAuth	<b>Application Number:</b> 2010888-20-057-00001 <b>Date Received:</b> 02/14/2011	
	* 1. Did the Applicant present acceptable identification issued by a State or Federal government agency? <input type="radio"/> Yes <input type="radio"/> No	
	* 2. Did the Applicant provide evidence of producing the Petition crop in the Petition Crop Year as required by regulations at 7 CFR 1580.301(d) and Section 296 (a)(1)(A) of the Trade Act of 1974? <input type="radio"/> Yes <input type="radio"/> No	
	* 3. Did the Applicant provide evidence of production in at least one of the three years immediately preceding the Petition Crop Year as required by Section 296(a)(1)(A)(i) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(c)(1)? <input type="radio"/> Yes <input type="radio"/> No	
	* 4. Did the Applicant provide evidence of reduced production or price (Options 1, 2, or 3) as required by Section 296 (a)(1)(A) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(c)(2) or (3)? <input type="radio"/> Yes <input type="radio"/> No	
	* 5. Has the Applicant submitted a Farm Operating Plan as required by 7 CFR Part 1400 to determine eligibility? <input type="radio"/> Yes <input type="radio"/> No	
	* 6. Has the Applicant received benefits under either the Trade Adjustment Assistance for Workers or Trade Adjustment Assistance for Firms programs as disallowed for eligibility under Section 296 (a) of the Trade Act of 1974 and by regulations at 7 CFR 1580.301(d)(5)? <input type="radio"/> Yes <input type="radio"/> No	
	<hr/> <input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
	TAAF10APP17 Last Modified: January 6, 2011	
	<a href="#">Back To Top ^</a>	

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### 3 TAAF Application Process (Continued)

#### B Reviewing Application Questions (Continued)

The following Review Eligibility Screen will be displayed with the message, “Info: The Application’s properties have been successfully updated”.

The screenshot displays the TAAF Review Eligibility screen. The interface includes a left-hand navigation menu, a top header, and a main content area. The navigation menu is divided into 'TAAF Menu', 'Applications', and 'Other Functions'. The header shows 'State: Kansas' and 'County: Ford'. The main content area features an information message and a list of application details.

Field	Value
Application Number	2010888-20-057-00001
Date Received	02/14/2011
Valid ID Verified	Yes
Curr. Prod. Verified	Yes
Prior Prod. Verified	Yes
Prod. Impact Verified	Yes
Farm Operating Plan	Yes
Other TAA Benefits	No

Buttons: Check Eligibility, Cancel

Footer: TAAF10APP18, Last Modified: January 6, 2011, Back To Top ^

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### 3 TAAF Application Process (Continued)

#### C Check Eligibility

To check the eligibility of the TAAF application, from the original Review Eligibility Screen, CLICK “**Check Eligibility**”. The following Review Eligibility Screen will be displayed with the results of the eligibility check.

Applications that are approved, based on the eligibility check, can be approved. Applications that are **not** approved:

- will be displayed with the reasons for disapproval
- **must be referred to FAS for disapproval.**

Users have the option of stating any other reason for disapproval, with a description, for referral to FAS. In the “Describe Reason(s)” block, enter other reasons, as applicable.

**Note:** FAS will have the ability to accept the reasons for disapproval and incorporate them into the database used for the disapproval letters, when needed.

The screenshot displays the 'Review Eligibility' screen for a user named Erin Huston, with a user role of FSA User. The application is for the State of Kansas, County of Ford. The application number is 2010888-20-057-00001, and it was received on 02/14/2011. The screen indicates that the eligibility review is complete and the application cannot be approved, requiring referral to FAS. Two reasons are listed: (1) incomplete application submission before the 90-day deadline, and (11) missing Form CCC-526/CCC-926. A question asks if there are other reasons for disapproval, with 'No' selected. A text box for 'Describe Reason(s)' is provided with a 250-character limit. 'Refer to FAS' and 'Cancel' buttons are at the bottom. The footer includes 'TAAF10APP19' and 'Last Modified: January 6, 2011'.

<b>TAAF Menu</b> Welcome, Erin Huston User Role: FSA User <b>Applications</b> Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels <b>Other Functions</b> Change County Logout of eAuth	<b>State:</b> Kansas <b>County:</b> Ford <b>Review Eligibility</b> <b>Application Number:</b> 2010888-20-057-00001 <b>Date Received:</b> 02/14/2011 The Eligibility Review has been completed. This Application may not be Approved - and must be Referred to FAS - for the following reason(s): <ul style="list-style-type: none"><li>• (1) You did not submit a complete application on or before the application deadline, which is 90 days from the date of the certification of the petition, as required by the regulations at 7 CFR 1580.301(b) and Section 296(a)(1)(A) of the Trade Act of 1974, as amended.</li><li>• (11) You did not submit Form CCC-526/CCC-926 Payment Eligibility Average Adjusted Gross Income Certification, to demonstrate compliance with the average adjusted gross income requirement, as provided by Section 296 (a)(2)(A) and (B) of the Trade Act of 1974 and by the regulations at 7 CFR 1580.301(f).</li></ul> * Do you know of any other reason(s) why this Application should not be Approved? <input type="radio"/> Yes <input checked="" type="radio"/> No Describe Reason(s): <input type="text"/> (250 chars. max.) <input type="button" value="Refer to FAS"/> <input type="button" value="Cancel"/> TAAF10APP19 Last Modified: January 6, 2011 <a href="#">Back To Top ^</a>
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### 3 TAAF Application Process (Continued)

#### D Refer to FAS

On the Review Eligibility Screen, when users CLICK “Refer to FAS”, the following Application Events Screen will be displayed with the application status displayed as, “Referred to FAS”. CLICK “Details” to view the details of the reasons for disapproval.

The screenshot displays the TAAF Application Events interface. On the left is a navigation menu with sections: TAAF Menu (Welcome, Erin Huston, User Role: FSA User), Applications (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels), and Other Functions (Change County, Logout of eAuth). The main content area shows the state and county (Kansas, Ford) and a title 'Application Events'. An information message states: 'Info: The Application's properties have been successfully updated'. Below this, the application number is '2011001-20-057-00001' and the status is 'Referred to FAS'. A table lists one event: 'Application Review' with status 'Referred To FAS'. The table has columns for Event, Name, Status, and Payment. There are 'Details' and 'Update' buttons for the event. A 'Back to Applications Main' button is at the bottom. Footer text includes 'TAAF10APP15' and 'Last Modified: November 15, 2010'. A 'Back To Top ^' link is in the bottom right corner.

Event	Name	Status	Payment
1	Application Review	Referred To FAS	

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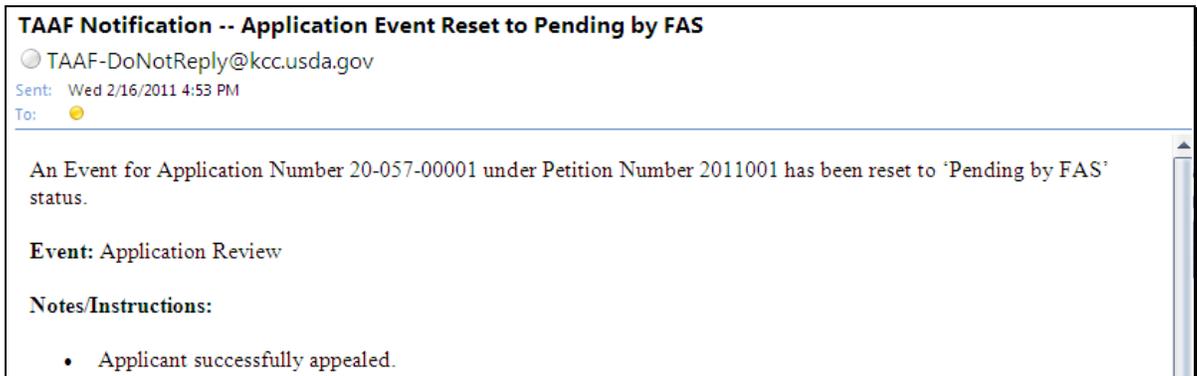
### 3 TAAF Application Process (Continued)

#### E Status Changes

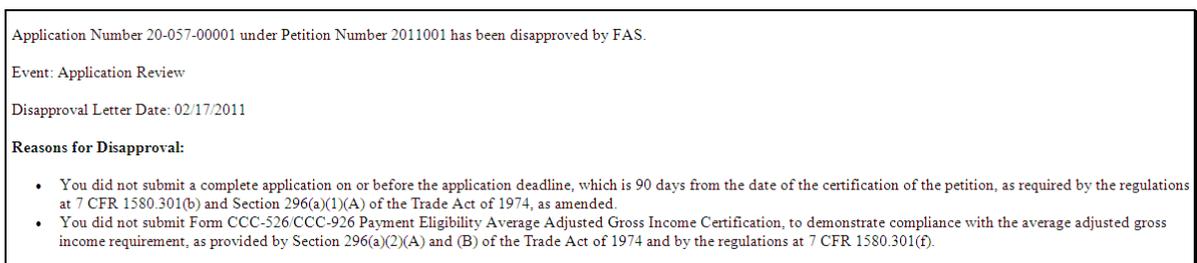
The status of an application shall default to “Pending” when first entered. The status of an application can be changed by FSA State or County Offices, as follows:

- from “Pending” to “Approved”, after a successful eligibility check
- from “Pending” to “Refer to FAS”, after unsuccessful eligibility check or other disapproval reason entered during the application review
- from “Pending by FAS” to “Approved”, after receiving notification from FAS
- from “Pending by FAS” to “Refer to FAS”, after unsuccessful eligibility check or other disapproval reason entered during the application review.

FAS will change application status to “Pending by FAS” for applications in “Refer to FAS” status that need to be “Approved” by FSA State or County Offices. The County Office will receive the following automatic e-mail notification of status changes and then change status to “Approved”.



If FAS disapproves an application in “Refer to FAS” status, the following automatic e-mail notification will be received by the County Office.



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### 3 TAAF Application Process (Continued)

#### F View Notifications

After logging into the TAAF Application software, the following message will be automatically displayed notifying the County Office when FAS changes the status of an application.

To view and manage notifications, under “TAAF Menu”, “Other Functions”, CLICK “**View Notifications**”.

The screenshot displays the TAAF Web Application interface. At the top, it shows the user's location: "State: Kansas County: Ford". The main header reads "Trade Adjustment Assistance for Farmers (TAAF)". Below this, a welcome message states: "Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application. Please select an item from the menu at the left to begin." A notification banner indicates "You have 1 Notification(s) waiting" and instructs the user to "To view and manage your Notifications, select the View Notifications item in the Other Functions menu." The left sidebar menu is divided into "Applications" and "Other Functions". The "Other Functions" section includes "View Notifications", "Change County", and "Logout of eAuth". At the bottom, the footer contains "TAAF10COM01 Last Modified: October 27, 2010" and a "Back To Top ^" link.

TAAF Menu  
Welcome, Erin Huston  
User Role: FSA User

State: Kansas County: Ford  
**Trade Adjustment Assistance for Farmers (TAAF)**

**Welcome to the Trade Adjustment Assistance for Farmers (TAAF) Web Application.**  
**Please select an item from the menu at the left to begin.**

**You have 1 Notification(s) waiting**  
To view and manage your Notifications, select the **View Notifications** item in the **Other Functions** menu.

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

Other Functions  
View Notifications  
Change County  
Logout of eAuth

TAAF10COM01  
Last Modified: October 27, 2010

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### 3 TAAF Application Process (Continued)

#### F View Notifications (Continued)

The following Active Notifications Screen will be displayed with the following:

- date
- event
- notes/instructions to the County Office.

**Note:** If users CLICK “Dismiss”, the notification will be **removed** from the “View Notification” list.

The screenshot displays the TAAF Active Notifications interface. On the left is a 'TAAF Menu' with sections for 'Applications' (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels) and 'Other Functions' (View Notifications, Change County, Logout of eAuth). The header shows 'State: Kansas County: Ford' and 'Active Notifications' with a 'Help' icon. The main content area features a notification dated 'February 16, 2011' stating: 'An Event for Application Number 20-057-00001 under Petition Number 2011001 has been reset to 'Pending by FAS' status.' The event is 'Application Review' and the notes/instructions are 'Applicant successfully appealed.' A 'Dismiss' button is located below the notification. At the bottom, it shows 'TAAF10COM21' and 'Last Modified: October 27, 2010' with a 'Back To Top ^' link.

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### 3 TAAF Application Process (Continued)

#### G Editing Applications

To edit an application, under “TAAF Menu”, “Applications”, CLICK “**Applications Main**”, then for the applicable application, CLICK “**Edit**”. The following Edit Application Screen will be displayed that allows the user to edit the selected application, as needed, and CLICK “**Save**”.

The screenshot shows the 'Edit Application' screen in the TAAF system. The top navigation bar includes 'TAAF Menu', 'State: Kansas', 'County: Ford', and a 'Help' icon. The sidebar menu on the left lists 'Applications Main', 'New Application', 'Search by Applicant', 'Disapproval Letters', 'Mailing Labels', and 'Other Functions' (Change County, Logout of eAuth). The main content area displays the following information:

- Application Number:** 20-057-00001
- Selected Applicant:** Any Farmer
- Applicant Address:** 1212 Any Street, Anytown, ST 12345
- Selected Petition:** 2011001 - Cranberry (2222) [Details]
- \* Date Received:** (MM/DD/YYYY) [Calendar icon]
- Preferred Contact Phone:** [Dropdown menu]
- Preferred Contact Email:** No e-mail address information in SCIMS
- Primary Training Alternate:** (FirstName LastName) [Text input]
- Second Training Alternate:** (FirstName LastName) [Text input]
- \* Refused Payment:**  Yes, Applicant HAS refused cash payments;  No, Applicant HAS NOT refused cash payments
- \* County Office Email:** any.where@myusda.gov (xxxx@xxxx.usda.gov) [Text input]

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

**Important:** County Office e-mails **must** be current to enable County Offices to receive TAAF e-mail notifications.

3 TAAF Application Process (Continued)

G Editing Applications (Continued)

The following warning message will be displayed with the changes made and requesting the user verify changes to the application. After clicking “OK”, the Application Details Screen will be redisplayed with the applicable edits.



H Reviewing Application Details

To review application details, under “TAAF Menu”, “Applications”, CLICK “Applications Main”, then for the applicable application, CLICK “Details”. The following Application Details Screen will be displayed that allows the user to review application details. To print a printer friendly page, CLICK “Printer Friendly”.

<p><b>TAAF Menu</b></p> <p>Welcome, Erin Huston User Role: FSA User</p> <p><b>Applications</b></p> <p>Applications Main New Application Search by Applicant Disapproval Letters Mailing Labels</p> <p><b>Other Functions</b></p> <p>Change County Logout of eAuth</p>	<p>State: Kansas    County: Ford</p> <p><b>Application Details</b></p> <p style="text-align: right;"> Printer Friendly</p>
	<p><b>Application Number:</b> 20-057-00001</p> <p><b>Petition:</b> 2011001 - Cranberry (2222)</p> <p><b>Application Status:</b> Pending</p> <p><b>Date Received:</b> Tuesday, February 15, 2011</p> <p><b>Applicant:</b> Any Farmer</p> <p><b>Applicant Address:</b> 1212 Any Street Anytown, ST 12345</p> <p><b>Preferred Contact Phone:</b> 123-456-7891</p> <p><b>Preferred Contact Email:</b> None Selected</p> <p><b>Primary Training Alternate:</b> xxx.xxx@usda.gov</p> <p><b>Second Training Alternate:</b> None Specified</p> <p><b>Refused Payment:</b> No, Applicant HAS NOT refused cash payments</p> <p><b>County Office Email:</b> xxx@xxx.usda.gov</p> <p style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Back to Applications Main"/> </p> <p><b>County Office Email:</b> xxx@xxx.usda.gov</p>

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### I Search by Applicant

To search by applicant, under “TAAF Menu”, “Applications”, CLICK “**Search by Applicant**”. The following SCIMS Customer Search Screen will be displayed that allows the user to search for applicant by the following:

- location
- type
- name
- tax ID
- other.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

**Location**

State: KANSAS County (Optional): FORD

Service Center (Optional): ALL SERVICE CENTERS

Service Center Details

National Search:

**Type**

Individual  Business  Both

Active  Active and Inactive

**Name**

Starts With  Exact Match

Last or Business:

First:

**Tax ID**

ID:

ID Type: SELECT ONE

Whole ID  Last 4 Digits

**Other**

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### I Search by Applicant (Continued)

After selecting a producer from SCIMS, the following TAAF Applications for Applicant Screen will be displayed with a list of TAAF applications for the selected applicant.

The screenshot displays the 'TAAF Applications for Applicant' interface. The top navigation bar shows 'State: Kansas' and 'County: Ford'. The main title is 'TAAF Applications for Applicant'. A sidebar on the left contains a 'TAAF Menu' with options like 'Applications Main', 'New Application', and 'Search by Applicant'. The main content area shows 'One Application found.' with a sorting option 'Current Sorting: Petition Number (Ascending)'. Below this is a table with columns for 'Petition', 'Application', 'Received', and 'Status'. A single application is listed with the following details: Petition 2011001, Application 20-057-00001, Received 15 Feb 2011, and Status Referred To FAS. Action buttons for 'Details', 'Edit', and 'Events' are provided for this application. The footer includes 'TAAF10APP16', 'Last Modified: October 14, 2010', and a 'Back To Top' link.

Petition	Application	Received	Status	
2011001	20-057-00001	15 Feb 2011	Referred To FAS	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Events</a>

3 TAAF Application Process (Continued)

J Disapproval Letters

To prepare the disapproval letter, under “TAAF Menu”, “Applications”, CLICK “Disapproval Letters”. The following View Disapproval Letters Screen will be displayed that allows the user to select from a list of disapproval letters pending creation.

The screenshot displays the 'View Disapproval Letters' interface. On the left is a navigation menu with sections: 'TAAF Menu' (Welcome, Erin Huston, 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 has a header 'View Disapproval Letters' and a table with the following data:

Check	Petition	Application	Disapproval Date	Event
<input type="checkbox"/>	2011001	20-057-00001	17 Feb 2011	Application Review

Below the table is a 'Next' button. A message states: 'If any Applications in the list above are not selectable (indicated by greyed-out text and a disabled checkbox), they cannot be generated at this time, because their Disapproval Letter Dates (as established by FAS) are in the future. These Applications will become selectable when their respective letter dates are reached.' The footer includes 'TAAF10APP43', 'Last Modified: November 30, 2010', and a 'Back To Top ^' link.

After selecting the applicable disapproval letters, CLICK “Next”.

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### J Disapproval Letters (Continued)

The following Disapproval Letters Screen will be displayed that allows the user to generate disapproval letters for disapproved applications.

To generate disapproval letters, CLICK “**Generate Letters**”.

The screenshot displays the TAAF Disapproval Letters interface. On the left is a navigation menu with sections: TAAF Menu (Welcome, Erin Huston, 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 has a header with 'State: Kansas County: Ford' and a 'Help' icon. Below the header is the title 'Disapproval Letters' and a table with the following data:

Petition	Application	Disapproval Date	Event
2011001	20-057-00001	17 Feb 2011	Application Review

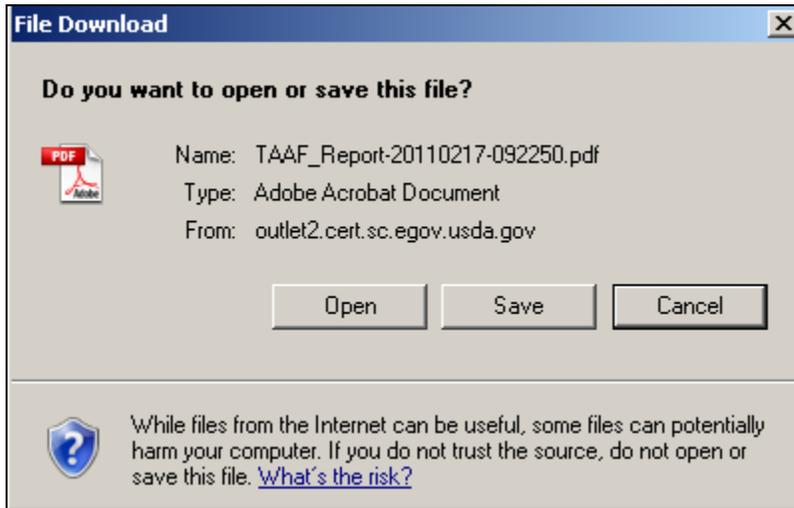
Below the table are two buttons: 'Generate Letters' and 'Cancel'. At the bottom of the page, the text 'TAAF10APP44' and 'Last Modified: December 10, 2010' is visible, along with a 'Back To Top' link.

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### J Disapproval Letters (Continued)

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.



**Note:** After a disapproval letter has been generated, it will **not** be possible to generate the disapproval letter again. Users will have the ability to reprint disapproval letters that have already been generated, according to instructions provided in Notice PS-711.

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### K Mailing Labels

To generate mailing labels, under “TAAF Menu”, “Applications”, CLICK “**Mailing Labels**”. The following View Mailing Labels Screen will be displayed that allows the user to select from a list of mailing labels pending creation.

The screenshot displays the 'View Mailing Labels' interface. On the left is a navigation menu with sections: 'TAAF Menu' (Welcome, Erin Huston, 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 has a header 'View Mailing Labels' and 'State: Kansas County: Ford'. Below this is a table with columns: Check, Petition, Application, Disapproval Date, and Event. One record is shown:  | 2011001 | 20-057-00001 | 17 Feb 2011 | Application Review. A 'Next' button is located below the table. At the bottom, it says 'TAAF10APP45 Last Modified: December 2, 2010' and a 'Back To Top ^' link.

Check	Petition	Application	Disapproval Date	Event
<input type="checkbox"/>	2011001	20-057-00001	17 Feb 2011	Application Review

After selecting the applicable mailing labels, CLICK “**Next**”.

**Note:** After a mailing label has been generated, it will **not** be possible to generate the mailing label again. Users should print or save the label, as applicable.

## Notice PS-710

### 3 TAAF Application Process (Continued)

#### K Mailing Labels (Continued)

The following Mailing Labels Screen will be displayed that allows the user to generate mailing labels for disapproval letters.

The screenshot displays the TAAF Mailing Labels interface. On the left is a 'TAAF Menu' sidebar with options like 'Applications Main', 'New Application', 'Search by Applicant', 'Disapproval Letters', 'Mailing Labels', 'View Notifications', 'Change County', and 'Logout of eAuth'. The main content area has a header 'Mailing Labels' and a table with the following data:

Petition	Application	Disapproval Date	Event
2011001	20-057-00001	17 Feb 2011	Application Review

Below the table are 'Generate Labels' and 'Cancel' buttons. The footer contains 'TAAF10APP46 Last Modified: December 2, 2010' and a 'Back To Top' link.

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 mailing labels in XLS format.



## Notice PS-710

### 3 TAAF Application Process (Continued)

#### L Change County

To change the county in a multi-county FSA Service Center, under “TAAF Menu”, “Other Functions”, CLICK “**Change County**“. The following Select County Screen will be displayed that allows users to select from a list of available counties.

The screenshot shows a web application interface for selecting a county. On the left is a sidebar with the title "TAAF Menu" and user information: "Welcome, Erin Huston" and "User Role: FSA User". The main content area has a dark blue header with the title "Select County". Below the header, the text reads "DODGE CITY SERVICE CENTER", "FORD COUNTY FARM SERVICE AGENCY", and "SERVICE CENTER OFFICE". A table with three columns is displayed: "Select", "County", and "State". The "Select" column contains a radio button, the "County" column contains "Ford", and the "State" column contains "Kansas". Below the table is a "Submit" button. At the bottom left, the text "TAAF10COM11" and "Last Modified: November 22, 2010" is visible. At the bottom right, there is a "Back To Top ^" link.

Select	County	State
<input checked="" type="radio"/>	Ford	Kansas

Submit

TAAF10COM11  
Last Modified: November 22, 2010

[Back To Top ^](#)

## Notice PS-710

### 4 Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected

#### A Handling Application Information for Data Rejected During Initial Upload

Application information that PSD has been managing in the spreadsheets was loaded into TAAF software using the pipe-delimited text files that were sent to Kansas City.

A batch process was set up that:

- read the input records from all of the files provided
- created and reviewed every application that could be processed
- generated 1 text file for each input file, containing a list of all errors encountered during the process.

County Office users received notifications through the existing TAAF application processing software notification system, e-mail, and within TAAF, identifying applications that were required to be entered manually.

#### B Batch Process Errors

The batch process could encounter 5 types of errors, as follow.

<b>Error</b>	<b>Application Number</b>	<b>Notification</b>	<b>County Office Action</b>
Formatting problem with input record.	Not reserved. Will be assigned when entered manually.	PSD will notify County Office of error.	Application <b>must</b> be entered manually.

Notice PS-710

4 Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected (Continued)

B Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
<p>Input record's format is correct, but 1 or more of the following problems are encountered with the values contained in the record:</p> <ul style="list-style-type: none"> <li>• petition number specified does <b>not</b> match an existing TAAF petition</li> <li>• petition specified does <b>not</b> cover the State specified in the State FSA code</li> <li>• State/county FSA codes specified do <b>not</b> match a valid county</li> <li>• first 5 digits of the application number do <b>not</b> match the specified State/county FSA codes.</li> </ul>	<p>Not reserved. Will be assigned when entered manually.</p>	<p>PSD will notify County Office of failed record.</p>	<p>Application <b>must</b> be entered manually.</p>
<p>Petition number/application number combination exists.</p>	<p>Logged as a duplicate in TAAF database. Will be assigned when entered manually.</p>	<p>County Office will be notified automatically through TAAF.</p>	<p>Application <b>must</b> be entered manually.</p>

Notice PS-710

4 Process for Handling the Spreadsheet Application Information and Any Data That Is Later Rejected (Continued)

B Batch Process Errors (Continued)

Error	Application Number	Notification	County Office Action
<p>The application cannot be created because an exact match <b>cannot</b> be found in SCIMS for the applicant information listed in the record. To be considered a match, the following fields <b>must</b> all match <b>exactly</b>:</p> <ul style="list-style-type: none"> <li>• “Last Name/Business Name”</li> </ul> <p><b>Note:</b> Assumed to be a:</p> <ul style="list-style-type: none"> <li>• business name, if a first name is <b>not</b> specified</li> <li>• last name, if a first name is specified.</li> </ul> <ul style="list-style-type: none"> <li>• “First Name”, if specified</li> <li>• “Middle Name”, if specified</li> </ul> <p><b>Note:</b> Must not be specified, if first name is not specified.</p> <ul style="list-style-type: none"> <li>• “Tax ID”</li> <li>• “Tax ID Type Code”.</li> </ul> <p>For the following address fields, the match is against the address associated with the Customer’s Legacy Link in the applicant’s State/county:</p> <p><b>Note:</b> If the applicant does <b>not</b> have a Legacy Link in that County, there is <b>no</b> match.</p> <ul style="list-style-type: none"> <li>• “Mailing Address”</li> <li>• “City Name”</li> <li>• “State Abbreviation”</li> <li>• “ZIP Code” (5-digit)</li> <li>• “ZIP Code Plus 4”, if specified, and if the value given is not “0000” or “9999”.</li> </ul>	<p>“Reserved” in the database.</p>	<p>County Office will be notified automatically through TAAF.</p>	<p>Application can be re-entered using the same application number through the Correct Load Error Screen.</p>

**Notice PS-710**

**4 Process for Handling the Spreadsheet Application Information and Any Data That is Later Rejected (Continued)**

**B Batch Process Errors (Continued)**

<b>Error</b>	<b>Application Number</b>	<b>Notification</b>	<b>County Office Action</b>
Internal error was encountered during application review.	Created, but the application remains in a "Pending" status.	County Office will be notified automatically through TAAF.	County Office is notified that they need to enter the TAAF software to reprocess the review of the application.

**Note:** To make sure that application numbers were correctly preserved, it was essential to prevent the first 3 error types in the input records. SCIMS match failures would result in County Offices having to re-enter the application data through the TAAF software, but the associated application numbers were preserved. When the batch process performed matching against SCIMS, spelling, spacing, and punctuation were all significant.

**Examples:** "PO BOX 1234" will **not** match "P O BOX 1234", because of the extra space.

Capitalization is **not** important. "1234 Main St" will match "1234 MAIN ST".