

FSA
HANDBOOK

Tree Assistance Program

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-TAP
(Revision 2)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

**Tree Assistance Program
1-TAP (Revision 2)**

Amendment 13

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 165 G has been amended to provide the correct signup dates for the 2005 Hurricane TAP.

Paragraph 176 has been added to provide procedure for completing CCC-770 TAP for 2005 Hurricane TAP.

Part 14, Sections 8 through 11 have been added to provide instructions for processing 2005 Hurricane TAP payments.

Page Control Chart		
TC	Text	Exhibit
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5	13-21 through 13-40	3, page 1
6 (add)	14-119 through 14-150 14-151 through 14-276	

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3	Menu and Screen Index
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Part 1 Eligibility and Program Policy**1 Basic Provisions****A Handbook Purpose**

This handbook provides procedures for State and County Offices to follow for TAP.

--B Sources of Authority and Funding--

Pub. L. 107-171, the Farm Security and Rural Investment Act of 2002, authorizes TAP. The program provides assistance to eligible orchardists to replace eligible trees, bushes, and vines damaged by natural disasters. Specific funding was not made available under this Public Law.

Pub. L. 108-83 authorizes \$9.7 million for TAP for Michigan tree owners for losses because of fire blight from January 1, 2000, through the 2007 crop year.

Pub. L. 108-199 authorized:

- \$5 million for TAP for New York fruit tree owners for losses because of an April 2003 ice storm
- **Note:** This program is limited to producers that own fruit trees in federally-declared disaster areas.
- \$12.5 million for TAP for California fruit tree owners for losses because of the 2003 wildfires.

Note: Counties included in this disaster are Los Angeles, Riverside, San Bernardino, San Diego, and Ventura.

Counties included in the federally-declared disaster area are Cayuga, Chenango, Livingston, Madison, Monroe, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Schenectady, Seneca, Wayne, and Yates.

The regulations for TAP are published at 7 CFR Part 783.

1 Basic Provisions (Continued)

B Sources of Authority and Funding (Continued)

Pub. L. 108-324 authorized:

- \$8.5 million for TAP for eligible pecan producers for losses because of hurricane related losses during the 2004 hurricane season

Note: This program is limited to producers that own pecan trees in Presidentially-declared disaster areas. See Exhibit 4 for a list of eligible counties.

- \$15 million for TAP for eligible timber owners for losses as a result of a natural disaster
- unlimited funding for TAP for eligible orchardists that planted trees, bushes, or vines for commercial purposes, but lost the trees, bushes, or vines as a result of a natural disaster.

C Related Handbooks

The following handbooks relate to TAP.

IF the material concerns...	THEN see...
aerial photography	1-AP.
program appeals	1-APP.
State and County Office records operations	25-AS.
common management and operating provisions; farm reconstitutions; farm, tract, crop data	1-CM, 2-CM, or 3-CM.
digital photography	8-CM.
HELC/WC provisions	6-CP.
finality rule	7-CP.
information policies and procedures; information available to the public	1-INFO or 2-INFO.
computer operations	2-IRM.
payment limitations	1-PL.
--web-based subsidiary files	3-PL.--

2 TAP Funding

A Applicability of TAP Funding for Michigan

TAP funding has been authorized to provide assistance only to owners of eligible trees, bushes, or vines in the State of Michigan who have incurred losses since January 1, 2000, as the direct result of fire blight infestation. The disaster period for losses because of fire blight in Michigan continues through the earlier of the following:

- the end of the 2007 crop year
- until the authorized funding is expended.

B Applicability of TAP Funding for New York

TAP funding has been authorized to provide assistance only to owners of eligible fruit trees in the State of New York who have incurred losses as the direct result of an April 4-6, 2003, ice storm.

C Applicability of TAP Funding for California

TAP funding has been authorized to provide assistance only to owners of eligible trees, bushes, or vines as a result of crop year 2003 wildfires.

D Applicability of TAP Funding for General TAP, TAP-Timber, and TAP-Pecans

TAP funding has been authorized to provide assistance to owners of eligible trees, bushes, or vines who have incurred losses between December 1, 2003, and December 31, 2004. The following is a breakdown of the approved funding for each program.

- Unlimited funding for General TAP which is available for “eligible orchardists”.
- \$8.5 million for rehabilitation and related costs for pecan trees that were destroyed or damaged as a result of tropical storms, hurricanes, and related events that were located in a Presidentially-declared disaster county.
- *--\$15 million for forest timber owners who produce periodic crops of timber from trees for commercial purposes.--*

Note: Producers that received money under the Florida Citrus Disaster Program, funded by Section 32 of the August 24, 1935, Act are ineligible for General TAP and TAP-timber benefits. * * *

2.5 TAP Signup Period

A Signup Period for Fire Blight in Michigan

The signup period for TAP for fire blight in Michigan is January 20, 2004, through March 25, 2004.

B Signup Period for New York

The signup period for TAP for New York is March 15, 2004, through May 14, 2004.

C Signup Period for California

The signup period for TAP for California is April 19, 2004, through June 18, 2004.

D TAP Signup Period for General TAP, TAP-Timber, and TAP-Pecans

The signup period for General TAP, TAP-Timber, and TAP-Pecans is February 7, 2005, *--through May 31, 2005.--*

3 **Qualifying Losses for TAP**

A Eligibility for Reimbursement for General TAP * * *

Reimbursement is authorized only for eligible owners who replant eligible trees, bushes, or vines lost by natural disasters. * * *

***--B Eligibility for Reimbursement for TAP-Timber**

Reimbursement is authorized for eligible forest timber owners who lost trees as a result of a natural disaster. Owners may be eligible for reimbursement for replanting or, for pine trees only, natural regeneration of the trees. Regeneration practices must be carried out according to State Forestry specifications.--*

C Eligibility for Reimbursement for TAP-Pecans

Reimbursement is authorized for the rehabilitation of pecan trees only. The trees must have been * * * damaged as a result of a tropical storm, hurricane, or related event that was located in a Presidentially-declared county during crop year 2004.

Note: See Exhibit 4 for a list of approved counties.

D Determining Losses Without Physical Evidence

If physical evidence of the lost trees, bushes, or vines no longer exists, the owner must provide acceptable evidence for COC to determine that the eligible trees, bushes, or vines existed and were lost because of the approved disaster condition. Acceptable evidence may include the following:

- receipts for the original purchase of the eligible trees, bushes, or vines for which assistance is requested
- documentation of labor and equipment used to plant or remove the eligible trees, bushes, or vines that were lost
- chemical, fertilizer, or other related receipts to substantiate the existence of the eligible trees, bushes, or vines
- documented flash reports.

Note: County Office employees shall conduct a field visit and record all losses on *--CCC-435 when physical evidence is available. Only the trees lost are eligible for reimbursement.--*

3 Qualifying Losses for TAP (Continued)

E Ineligible Trees, Bushes, or Vines

See Exhibit 2 for the definitions of trees, bushes, and vines.

The following are examples of trees, bushes, or vines **not** eligible for General TAP:

- trees grown for pulp and timber
- nursery tree stock
- Christmas trees
- other trees, bushes, or vines not grown for commercial production of annual crops.

Note: Trees produced for the commercial production of timber are eligible for TAP-Timber.

F Ineligible Losses

Losses eligible for TAP assistance shall **not** include the following:

- losses because of lack of irrigation systems, or other conditions not included in the definition of natural disaster
- losses that could have been prevented through readily available horticultural measures
- losses of trees, bushes, or vines that would have normally been replanted within the 12-month period following the loss, in the absence of the natural disaster
- losses of trees that were not planted for commercial purposes
- *--losses of trees covered by a current CRP contract.--*

4 Owner Eligibility for TAP

A Land Ownership

Eligible owners are not required to own the land on which eligible trees, bushes, or vines are planted. The individual or entity that has legal right to receive the commercial benefit from the eligible tree, bush, or vine shall be considered an eligible owner for TAP.

B Qualifying for Payments

To qualify for payments, eligible owners must meet the following eligibility criteria:

- have owned the eligible trees, bushes, or vines when the natural disaster occurred

Exception: An individual or entity may succeed to an approved CCC-434. See paragraph 23.

- own the trees, bushes, or vines at the time the practices are completed
- be in compliance with HELC and WC provisions according to 6-CP
- suffer eligible tree, bush, or vine damage from a natural disaster
- suffer qualifying tree, bush, or vine losses of 15 percent or greater for the individual stand, adjusted for normal mortality
- replace eligible trees, bushes, or vines within 12 months from the date the application is approved
- *--for TAP-Pecan:
 - rehabilitate eligible pecan trees within 12 months from the date the application is approved
 - suffer tree damage in excess of 15 percent plus normal tree damage for rehabilitation.--*

4 Owner Eligibility for TAP (Continued)

C Deceased Owners or Dissolved Entities

If an eligible owner is now deceased or is a dissolved entity, a representative of the deceased owner or dissolved entity may sign CCC-434 if the representative currently has authority to enter into a contract for this owner.

Note: Proof of authority to sign for the deceased owner or dissolved entity must be provided. Proof of authority may include 1 of the following:

- court order
- letter from the Secretary of State
- document approved by the regional attorney.

If an owner is now a dissolved general partnership or joint venture, **all** members of the general partnership or joint venture at the time of dissolution or their representatives must sign a separate CCC-434 for their share of TAP assistance.

If subsequent to CCC-434 being signed by the eligible owner, the eligible owner dies, follow 1-CM procedure for completing FSA-325.

5 Payment and Acreage Limitations

A Payment Limitation Amount

The payment limitation for TAP is a total of \$75,000 per “person”, through the 2007 crop year for payments earned under TAP.

Example: Producer receives \$10,000 under Michigan TAP in 2003. Producer is approved and received \$25,000 under General TAP for 2004. Producer then applied for TAP-Timber, producer is only eligible for \$40,000 for a total of \$75,000 for all payments under TAP.

B Payment Limitation Control

Each eligible owner shall complete the applicable CCC-502 to describe the operation as it existed at the time of loss. County Offices shall use CCC-502 to make “person” determinations. If a current CCC-502 is on file which reflects the applicant’s operation at the time of natural disaster, do not require a separate CCC-502 for TAP.

The payment limitation of \$75,000 per “person” shall be applied:

- to each eligible owner requesting benefits
- before any national payment factor, if applicable, is applied to determine disbursement amounts.

Note: The “person” determination rules in 1-PL apply to TAP. The actively engaged, permitted entity, and foreign person rules in 1-PL do **not** apply.

C Acreage Limitation

The cumulative total quantity of acres planted to trees, bushes, or vines for which a “person” may receive assistance shall **not** exceed 500 acres for all years through the 2007 crop year, this includes acres approved for rehabilitation under TAP-Pecans.

Example: Producer is approved for 65 acres under Michigan TAP in 2004. Producer is approved and receives payment on 165 acres under General TAP for 2004. Producer then applies for TAP-Pecans, producer is only eligible for payment on 270 acres for a total of 500 acres for all parts of TAP.

6 Individual Stand Eligibility for TAP

A Individual Stand Eligibility

Eligible trees, bushes, or vines **not** in the same field or similar area may be considered to be separate individual stands if COC determines that there are significantly differing levels of loss susceptibility.

Differences in loss susceptibility may be because of factors that are not natural disasters, such as:

- species
- the age of the tree, bush, or vine
- natural site conditions
- other natural causes as determined by STC.

7 TAP Payment Rates

A Maximum Payment Rates

DAFP established the rates in this table as the maximum rates payable by practice to eligible owners.

Note: See Exhibit 5 for State rates.

Practice Code	Practice	Maximum Rates
01	Site preparation per acre, including tree removal	\$500
02	Planting cost per eligible tree, eligible bush, or eligible vine	\$2
03	Maple tree for syrup replacement per tree	\$8
04	Fruit and nut tree replacement per tree	\$8
05	Grape, kiwi, and passion fruit vine replacement per vine	\$4
06	TAP-Pecans rehabilitation, including pruning, site prep, and debris removal	\$40
07	Timber tree replacement per tree	\$1
--08	Timber regeneration (per acre) Note: Producers who elect to use timber regeneration cannot request any other practice on the same stand.	\$135--

B STC-Established Rates

STC may establish rates lower than the rates established by DAFP in subparagraph A. The rates established by STC shall not exceed the maximum rates established by DAFP.

The formula for determining the maximum eligible amount is the practice rate times the approved amount. For example, the producer * * * has been approved for payment on 100 acres of trees. The number of trees lost in the stand is 1000. The maximum payment amount would be calculated as follows:

- Site Prep: 100 acres times \$500 = \$50,000
- Planting cost: 1000 trees times \$2 = \$2,000
- Tree cost: 1000 trees times \$8 = \$8,000
- Total = \$60,000.

Note: The payment issued will be the lesser of the calculated amount using the established rates or 75 percent of the actual cost.

8 TAP Practice Completion and Expiration

A Practice Completion

*--Eligible owners are required to replant or rehabilitate only the qualifying eligible trees, bushes, or vines, or that portion for which they seek payment. All practices must be completed before payments can be issued.

Participants may elect to not replant the maximum amount of eligible trees, bushes, vines, timber, or to rehabilitate all pecan trees because of the payment limitation of \$75,000 being reached or other reasons.

B Practice Expiration

Eligible owners must complete approved replacement or rehabilitation practices within 12 months from the date the application for assistance is approved.

Note: If an extension is needed, the State Office shall submit the request to DAFFP along with supporting documentation.--*

C Replanting Different Eligible Trees, Bushes, or Vines

When eligible trees, bushes, or vines are replanted:

- the eligible tree types, bushes, or vines planted may be different than those lost as long as the new eligible trees, bushes, or vines have the same general end use, as determined by COC

Note: Payments for eligible owners who replant these different eligible trees, bushes, or vines shall not exceed the cost to re-establish the eligible trees, bushes, or vines that were actually lost, as determined by COC.

- the eligible trees, bushes, or vines may be replanted on a field that is not the field where the losses originally occurred.

Note: Payments for eligible owners who replant in a different field shall not exceed the cost to replant in the field where the loss actually occurred, as determined by COC.

D Cost Documentation

Eligible owners are required to submit cost documentation for all components of the completed practices. Receipts should include date and the vendors' name and location.

9 Payment Policy

A TAP Benefits and Other Programs

This table provides guidance if an eligible owner:

- is eligible for a TAP payment
- qualifies for benefits for the same loss under another program.

IF an owner is eligible to receive a TAP payment, and for the same loss, is also eligible for...	THEN the eligible owner...
NAP (7 CFR Part 1437) Note: This is for the tree only. The lost production may also be eligible for NAP benefits.	<ul style="list-style-type: none"> • cannot receive both • must choose which benefit to receive. Note: If the other benefit is not eligible until after the owner has received a TAP payment, the owner may obtain the other benefit only after the total amount of the TAP payment is refunded.
additional “buy up” coverage insurance as defined in 7 CFR 400.651 emergency loans assistance under another Federal program * * *	may receive assistance under the other program and TAP as long as the total amount received for the loss under TAP and the other program does not exceed the amount of the actual loss of the eligible owner.
*--ECP benefits	cannot receive compensation for the same type of practices on the same loss.

B Receiving Benefits on Both ECP and TAP

A producer may be eligible to receive benefits on the same stand for both ECP and TAP, providing the compensation is **not** approved for the same type of practice.

Example: If a producer used ECP practices EC1 (Debris Removal) and EC2 (Grading, Shaping, Releveling), then the producer would not be eligible to use TAP practice 01 (Site Prep). The producer could be eligible for 02 (Planting Cost) and 04 (Tree Cost) under TAP.

Note: All applications for payment that use both ECP and TAP practices for the same loss, must be approved by an STC representative.--*

C Payment Amount

Payments are limited to the lesser of the following:

- established practice rates
- 75 percent of the actual cost to perform the practice.

9 Payment Policy (Continued)

D Payment Authorization

Payments cannot be issued until authorization is received from DAFP.

E Payment Factor

When only a specific amount of money is available, a national payment factor must be determined. This factor will be announced after the end of signup. The factor will be determined based on the requested amount.

Note: General TAP has unlimited funding; therefore, the payment factor will be 100 percent.

F Timing of Payments

Payments will be made the later of the following:

- announcement of the national factor, if applicable
- owner's submission of documentation that the practice has been completed.

*--G Partial Payments

Partial payments are authorized for TAP if requested by the applicant in cases where the applicant is unable to complete the practices on an application because of unavailability of trees or weather conditions. The maximum number of acres of site preparation eligible for the partial payment cannot exceed the number of trees planted.

Applicants must make a written request to receive a partial payment. The request must include the following:

- reason a partial payment is being requested
- stand number, acres, and number of trees
- cost associated with the practices completed on each stand
- estimated date that the remaining practices on stands will be completed.--*

9 Payment Policy (Continued)

*--G Partial Payments (Continued)

When 1 stand on an application or part of a stand has been completed, the application is eligible for a partial payment. The following are examples of when a partial payment can be authorized.

Example 1: The applicant has 3 stands and each stand has practice 1 site preparation, practice 2 tree planting cost, and practice 3 tree cost. The applicant has completed all 3 practices on 1 stand. This applicant is eligible for a payment on the stand that has been completed, if requested.

Example 2: The applicant has 1 stand with practice 1 site preparation, practice 2 tree planting cost, and practice 3 tree cost. The applicant is able to complete only half of the tree planting because of lack of trees. The applicant may request payment on all practices associated with the acreage that has been planted, as long as all 3 practices have been completed for the trees planted.

Note: If site preparation has been completed but no trees have been planted on the stand, the application is not eligible for a partial payment.

County Offices shall, before approving an application for a partial payment, ensure that:

- equal parts of all practices have been completed on the stand
- the actual cost based on practice completion is loaded

Note: If the applicant's cost information is on more acres or trees than the applicant is requesting a payment on, the cost data must be prorated. Verify that the actual cost does not exceed the maximum practice rates provided in Exhibit 5.

- the County Office shall:
 - notate on CCC-434 that a partial payment was issued on (date)
 - attach the applicant's invoices and request to CCC-434.

Example: The applicant was paid a partial payment for this application and intends to complete the remainder of practices on stands that have not been completed by (date).--*

10-18 (Reserved)

Part 2 Processing TAP Applications

19 Application for TAP

A Using CCC-434 to Request Benefits

--CCC-434 shall be used to allow an eligible owner to apply for TAP benefits. CCC-434-- will be generated from information loaded through the automated system.

Note: A manual application should be taken **only** when software is unavailable.

19 Application for TAP (Continued)

B Example of CCC-434

Following is an example of CCC-434.

*--

This form is available electronically. Form Approved - OMB No. 0560-0188

CCC-434 U.S. DEPARTMENT OF AGRICULTURE (01-25-05) Commodity Credit Corporation		1. State and County Code 26-005	2. Application Date (MM-DD-YYYY) 01-20-2005
TREE ASSISTANCE PROGRAM - APPLICATION FOR ASSISTANCE		3. Disaster Code TAP	4. Application Number 1

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Farm Security and Rural Investment Act of 2002, Pub. L. 107-171 and the Military Construction Appropriations and Emergency Hurricane Supplemental Appropriations Act, 2005, Pub. L. 109-324. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in ineligibility for monies or benefits paid under this program unless this report is completed and filed as required by existing law and regulations (7 CFR Part 783). This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0188. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

PART A - PRODUCER INFORMATION

5A. Applicant's Name John Dear	5B. Applicant's Address (Including Zip Code) 1234 Mercury Lane Anytown, MI 12345	6. Producer's Tax ID Number (Last 4 digits) 1234
-----------------------------------	--	---

PART B - STAND INFORMATION

7. Crop Name Apple	8. Stand Number 1	9. Producer's Share 100%	10. Total Acres Approved in Stand 100
-----------------------	----------------------	-----------------------------	--

11. Practice Code	12. Trees/Acres Requested	13. Trees/Acres Approved	14. Trees/Acres for Payment	15. Maximum Payment Rate	16. Maximum Eligible Amount \$	17. Actual Cost \$	18A. Eligible Amount \$
01-Site Prep	80	50	32	\$500	16,000		
02-Planting Cost	20,000	12,500	8000	\$2	16,000		
03-Tree Cost	20,000	12,500	8000	\$8	64,000		
18B. Total Amount:							

19. **CERTIFICATION BY APPLICANT:** *I certify that the above information provided by me is true and correct. I hereby apply for payment to the extent that the County FSA Committee determines I am eligible to receive and I understand that I will receive the lesser of: 1) the maximum eligible amount established for the practice pursuant to the regulations found at 7 CFR Part 783 or 2) 75% of the actual cost incurred to complete the practice.*

NOTE:

I will:

- allow a representative of FSA access to the fields where my eligible tree or vine losses have occurred to collect reestablishment information.
- complete all replacement within 12 months from the date of application approval.
- refund any overpayments, plus interest.

NOTE: *I understand if a national factor is applied, the application amount is subject to reduction. I further understand that the estimated application amount is subject to the \$75,000 Tree Assistance Program payment limitation amount and may be reduced due to additional compensation from other USDA program payments for the crop(s) listed in this application, and that payments under this program are subject to the availability of funds. I understand that I am limited to assistance on a maximum of 500 acres total. I also understand that this program is subject to the rules found at 7 CFR Part 783.*

20A. Producer's Signature	20B. Date (MM-DD-YYYY)
21A. COC or Designee's Signature	21B. Action: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	21C. Date (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

--*

20 Determining Individual Stands Using CCC-435

A Using CCC-435 for Technical Determinations

--County Office shall determine eligibility of each individual stand of eligible trees, bushes, vines, timber, or pecan rehabilitation and document on CCC-435.--

B Completing CCC-435

CCC-435 will be generated from information loaded on the application through the automated process. County Offices must manually complete the following items based on the field visit.

Item	Instruction
1-13	Self-explanatory.
14	Technician shall sign CCC-435.
15	Enter the date the site review was performed.
16	Enter remarks.
17	COC shall sign and date CCC-435.
18	COC shall enter calculations in determining total loss.
19	Enter the name, address, and telephone number of the County Office.

*--**Note:** The County Office is responsible for all technical determinations for TAP which includes General TAP, TAP-Timber, and TAP-Pecans.--*

20 Determining Individual Stands Using CCC-435 (Continued)

C Example of CCC-435

This is an example of CCC-435.

This form is available electronically. CCC-435 (01-16-04)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		Form Approved - OMB No. 0560-0188	
TREE ASSISTANCE PROGRAM TECHNICAL WORKSHEET		1. STATE CODE 26	2. COUNTY CODE 005	3. INDIVIDUAL STAND NUMBER 1	4. APPLICATION NUMBER (From Form CCC-434) 1
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Farm Security and Rural Investment Act of 2002. The information will be used to determine eligibility for program benefits. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in ineligibility for monies or benefits paid under this program unless this report is completed and filed as required by existing law and regulations (7 CFR Part 783). This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.</p> <p>According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0188. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>					
PART A - PRODUCER INFORMATION					
5. PRODUCER'S NAME John Dear		6. PRODUCER'S ADDRESS (Including Zip Code) 1234 Mercury Lane Anytown, MI 12345		7. PRODUCER'S TAX ID NUMBER (Last 4 digits) 1234	
8. LOCATION OF INDIVIDUAL STAND Map J3 Near Pond		9. CROP NAME Apple Trees		10. TOTAL ACRES IN INDIVIDUAL STAND (In Tenths) 100.0	
11. LOSS (Check appropriate box below.) <input checked="" type="checkbox"/> Drought <input type="checkbox"/> Hurricane <input type="checkbox"/> Freeze <input type="checkbox"/> Earthquake <input type="checkbox"/> Other (Specify) _____					
PART B - STAND INFORMATION					
12. TOTAL NUMBER OF TREES IN STAND 2,000.0		13. TOTAL NUMBER OF TREES LOST 1,000.0	14. TOTAL NUMBER OF ELIGIBLE TREES 1,000.0	15. TOTAL NUMBER OF ELIGIBLE ACRES 50.0	
16A. SIGNATURE OF TECHNICIAN				16B. DATE OF SITE REVIEW	
17. REMARKS					
COC DETERMINATION					
18A. SIGNATURE OF COC				18B. DATE (MM-DD-YYYY)	
19. COUNTY OFFICE CALCULATIONS					
20A. FSA COUNTY OFFICE NAME AND ADDRESS (Including Zip Code) Any County FSA Office Anytown, MI 12345				20B. FSA COUNTY OFFICE TELEPHONE NUMBER (Including Area Code) (517) 555-1000	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small></p>					

***--21 Example of Payment Calculation**

A Payment Calculation

Producers are eligible for the lesser of the maximum eligible amount (this amount is determined by multiplying the payment acres/trees times the practice rate) or 75 percent of the actual cost.

Example: If the producer has lost 80 percent of the 100 acres in the apple tree stand. The normal mortality for the State is 3 percent and the loss threshold is 15 percent. The producer must lose at least 18 percent to be eligible and then only receive payment on the remaining 62 percent.

The following is an example of the calculations used to determine eligible payment acres/trees and the payment amounts.

Acres in Stand	100	Trees in Stand (before loss)	25,000
Acres Requested	80	Trees Requested	20,000
Acres Approved	50	Trees Approved	12,500

The first calculation is to determine if the producer is eligible for assistance.

Total acres in stand (100 acres) times 18 percent (15 percent plus 3 percent normal mortality) equals 18 acres. In this example, the producer has lost 50 trees (which exceeds the 15 percent plus 3 percent), therefore the producer is eligible on 32 acres (50 ac – 18 ac).

Total trees in stand (100 acres) times 250 trees per acre equals 25,000 trees. Maximum number of trees lost to determine eligibility = 25,000 times 15 percent plus 3 percent normal mortality = 4,500 trees.

The second calculation determines the payment acres and payment trees.

Total acres for payment - 50 acres approved minus 18 acres (total trees in stand 100 acres times 18 percent) = 32 acres.

Total trees for payment - 12,500 trees approved minus 4,500 (total trees in stand 25,000 times 18 percent) = 8,000.

The following is a list of practices and payments used to determine the maximum eligible payment amount.

Site Prep	32 acres times \$500 = \$16,000
Tree Cost	8,000 trees times \$8 = \$64,000
Replant Cost	8,000 trees times \$2 = <u>\$16,000</u>
	\$96,000 (maximum eligible amount)--*

* * *

22 Submitting TAP Applications

A Submitting Applications

Applications shall be submitted by the ending date for each individual sign-up period according to paragraph 2.5. For example, the ending sign-up date for Michigan Fire Blight is March 25, 2004, therefore, all applications shall be submitted by COB March 25, 2004.

B Submitting Factor

To determine the national factor, all applications must be transmitted. An application is considered transmitted after the application is loaded into the automated system and the option to “submit and continue” is taken. The transmitted data will be used to determine a national factor, if necessary.

C Approval Process

Complete and approve CCC-434 and CCC-435's according to the following:

- complete the portion of CCC-434 for requesting TAP assistance in the automated system
- select option to submit data and print CCC-435
- complete and approve or disapprove CCC-435
- record “Trees/Acres Approved” in the automated CCC-434
- select “approved” or “disapproved” and enter the date in the automated CCC-434 application process after all practices have been completed, and the participants submits cost data and COC approves or disapproves the application for payment.

Note: The signature date and approval date shall be entered in the automated system **only** after the actual cost data is entered and the application is ready for payment.

*--D Requesting Multiple Benefits

A producer may request benefits from 1 or more parts of TAP. However, 1 payment limitation applies as well as the maximum of 500 acres for all parts of TAP through crop year 2007. A separate application must be submitted for each part of TAP.

For example, if the producer has both damaged and lost pecan trees, the producer may be eligible for both general TAP (replanting) and TAP-Pecans (rehabilitation); therefore, the producer must file 2 applications.--*

23 **Successor-In-Interest**

A Allowing Successor-In-Interest

Allow successor-in-interest for TAP if an individual or entity meeting all other eligibility requirements:

- acquires ownership of eligible trees, bushes, or vines for which TAP benefits have been applied and approved
- agrees to complete all approved practices that the original owner has not completed
- assumes full responsibility for all provisions of TAP, including refunding of payments made to the original participant, if applicable.

Note: Predecessor on CCC-434 must agree in writing to the succession. A successor **cannot** receive greater benefits than approved and uploaded for the predecessor.

B Processing a Successor-In-Interest

The County Office shall take the following actions for a successor-in-interest.

Step	Action
1	If necessary, add the successor-in-interest to the name and address file according to 1-CM.
2	Record the new owner in the system on the original CCC-434, and remove the original owner.
3	Manually record on the original CCC-434, “Agreement terminated due to successor on (enter current date)”, and obtain predecessor’s signature.
4	Send a copy of the terminated CCC-434 to the original owner.
5	If the new owner will receive the payment: <ul style="list-style-type: none"> • make a person determination according to 1-PL • make a determination on whether gross revenue limitations have been exceeded • require a new AD-1026 to be completed by the new owner • have the new owner sign the revised CCC-434 • inform the new owner of the \$75,000 payment limitation. Any limitation applied to the predecessor on the contract applies to the successor.

24 Approval and Disapproval Letters

A Issuing Approval or Disapproval Letters

County Offices shall issue approval or disapproval letters to all applicants.

B Example of Approval Letter

This is an example of an approval letter.

*--

(Enter County Office name, address, and telephone number)

(Enter applicant's name and address)

Dear Applicant:

Your request for TAP assistance was approved.

Your anticipated payment was calculated using the established payment rates for the replanting measures for which benefits were requested. This payment may be reduced by a national factor, if necessary, when funding is limited by specific appropriated amounts.

To receive payment, you must complete the replanting or rehabilitating measures shown in item 13 on the attached CCC-434 within 12 months from the date of application approval shown in item 20.

The following shall serve as a guide in completing and reporting the practice(s):

- if the work has not already been performed, make arrangements to replant or rehabilitate the eligible trees, bushes, or vines as soon as possible, but within the 12-month period from the date of application approval on CCC-435
- if the work cannot be completed within the 12-month period, notify the County Office
- report practice completion immediately to maintain eligibility
- provide copies of all sales receipts, invoices, canceled checks, or other documentation necessary to determine costs.

A County Office employee will be making a site visit to your farm to verify practice completion.

County Executive Director

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

--*

24 Approval and Disapproval Letters (Continued)

C Example of Disapproval Letter

This is an example of a disapproval letter.

<p>(Enter County Office name, address, and telephone number)</p> <p>(Enter applicant's name and address)</p> <p>Dear (Enter applicant's name):</p> <p>The County FSA Committee has disapproved your request for TAP assistance.</p> <p>Your request was reviewed by the County Committee and was determined ineligible because <u>(enter explanation of all reasons for disapproval; include copies of CCC-434 and CCC-435).</u></p> <p>If you believe the decision by the County Committee is in error, you may elect any of the options in the following sequence:</p> <ol style="list-style-type: none"> 1. Reconsideration by the County Committee. 2. Request mediation. 3. Appeal to the State Committee. 4. Appeal to the National Appeals Division. <p>You may elect these options in the indicated sequence. You may select any of the first 3 options, or you may skip any of the first 3 options and select a later choice, or skip all 3 and appeal direct to NAD.</p> <p>You have 30 calendar days from the date of this letter to request reconsideration, appeal to the State Committee, or enter into mediation. Additionally, you may file an appeal with NAD within 30 calendar days of the date you receive this decision.</p> <p>(Use the paragraph for noncertified States if the Certified State Mediation Program does not offer mediation for the specific issue in question.)</p> <p>(Certified States)</p> <p>Mediation is available under the <u>(insert State name)</u> State mediation program. Informal mediation may enable us to narrow and resolve these issues by agreement. FSA will participate in good faith in mediation. To obtain information about mediation, contact <u>(insert the State certified mediation program address and phone number)</u>. The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to further appeal to NAD.</p> <p>(Noncertified States)</p> <p>Mediation is available and FSA will participate in good faith. Informal mediation may enable us to narrow and resolve these issues by agreement. To obtain information about mediation, and to request mediation, contact <u>(insert SED name, address, and phone number)</u>. The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to appeal to NAD.</p> <p>_____ County Executive Director</p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</p>

Note: See 1-APP when providing appeal rights.

25-39 (Reserved)

Part 3 TAP Software Operations

40 Security and Website Address for TAP Software

A Security for Accessing TAP Software

Employees responsible for entering information for TAP will need their WebCAAF ID's and passwords. The WebCAAF ID is the employee's original ICAMS ID. The password is the current WebCAAF password. If the employee no longer knows the original password, call the National Help Desk at 800-255-2434 to have the password reset.

B TAP Website Address

Access the TAP software from the intranet at the following website address:

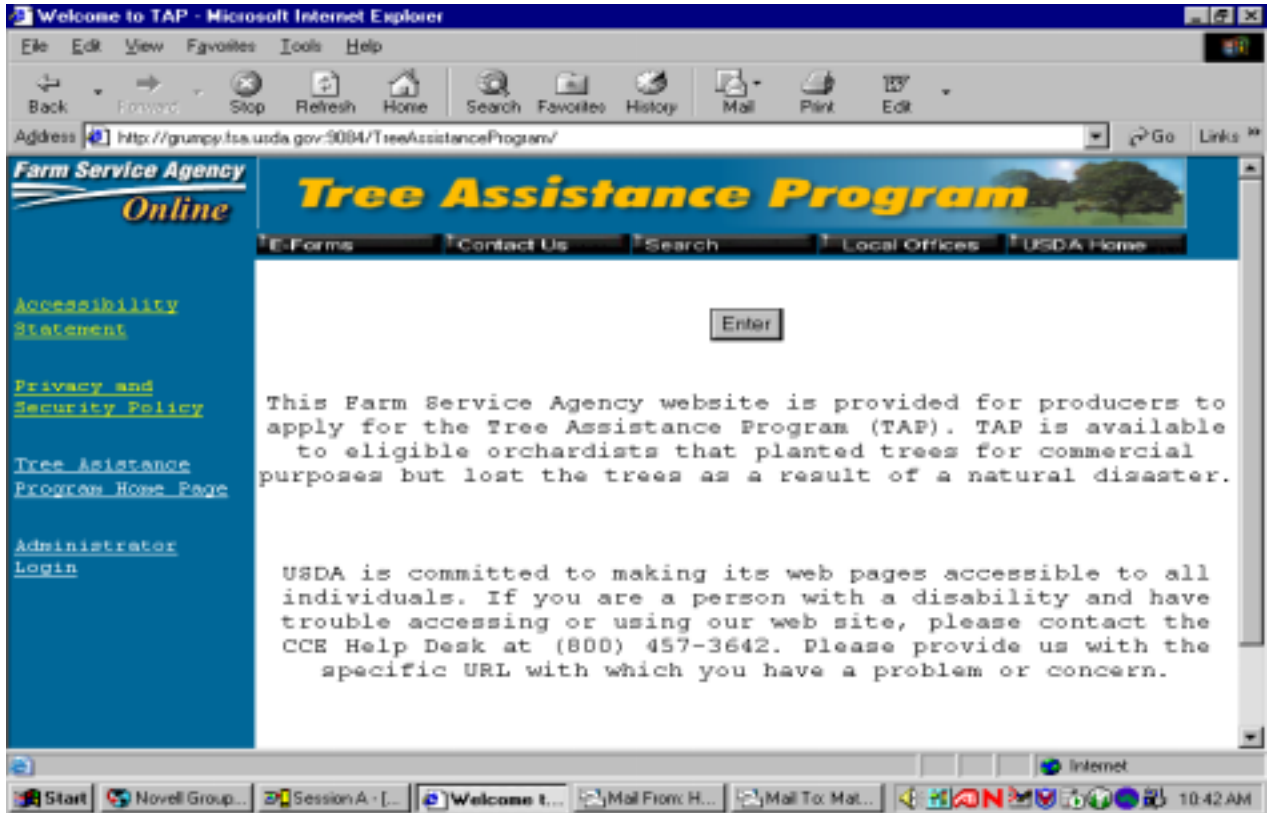
<https://indianocean.sc.egov.usda.gov/TreeAssistanceProgram/index.jsp>

Note: The TAP software was created using the Internet Explorer. Problems may occur if using Netscape Navigator.

41 TAP Software – New Application

A Accessing the TAP Software

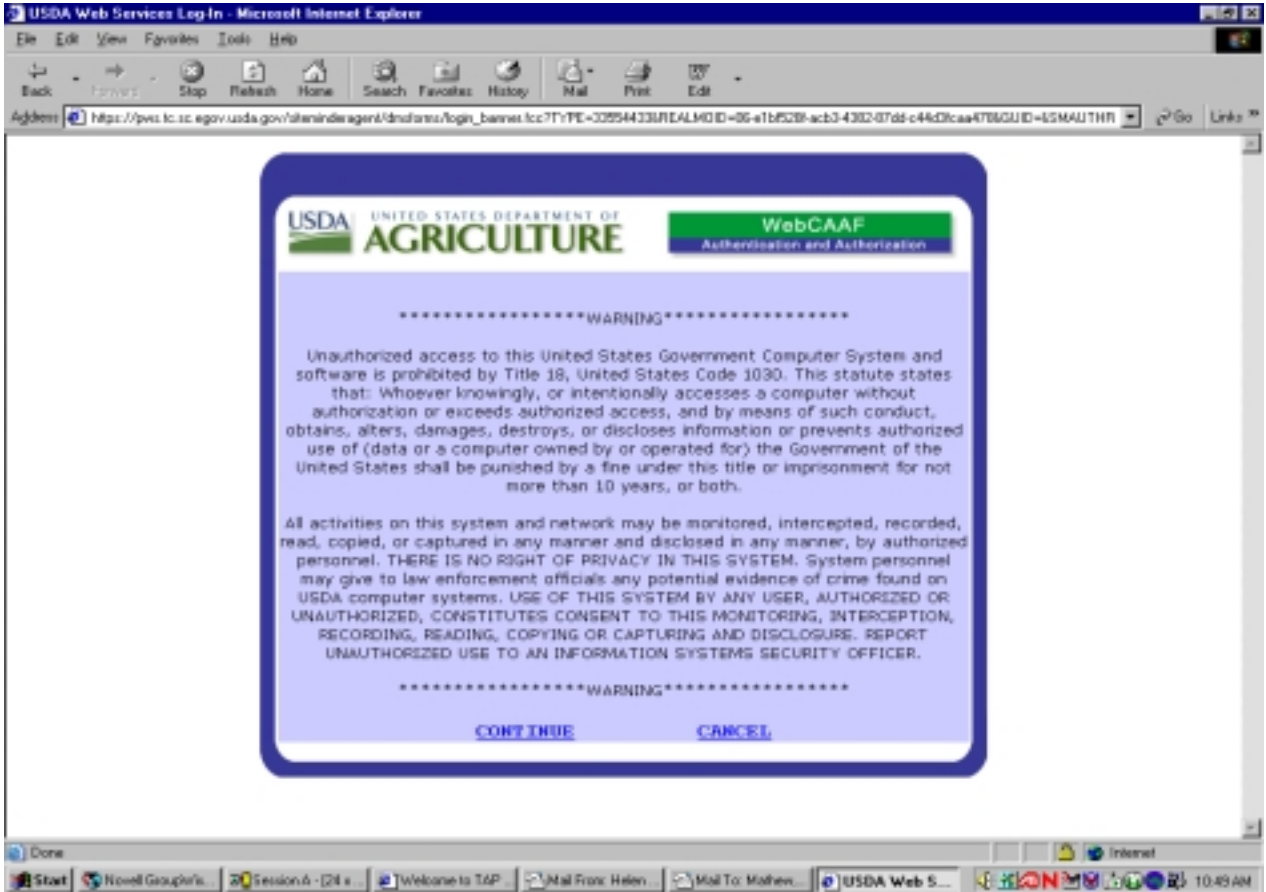
After accessing the intranet and typing in the website address, the following screen will be displayed. PRESS “Enter” to continue.



41 TAP Software - New Application (Continued)

B WebCAAF Warning Menu

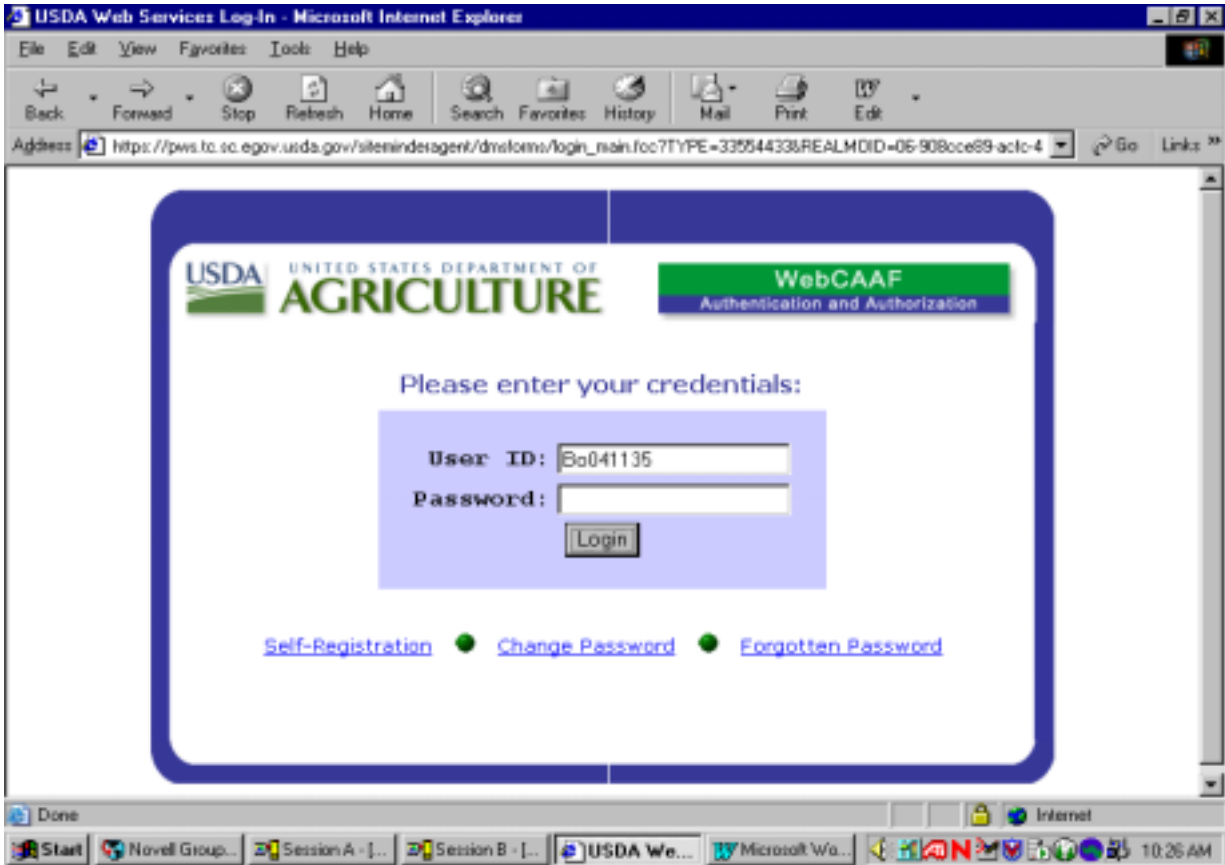
The following menu will appear to warn the user that only authorized users are allowed to access the site. PRESS “OK” to continue.



41 TAP Software - New Application (Continued)

C Entering Credentials

The user will be prompted to enter the user ID and password on the following menu. PRESS “Login” to continue.

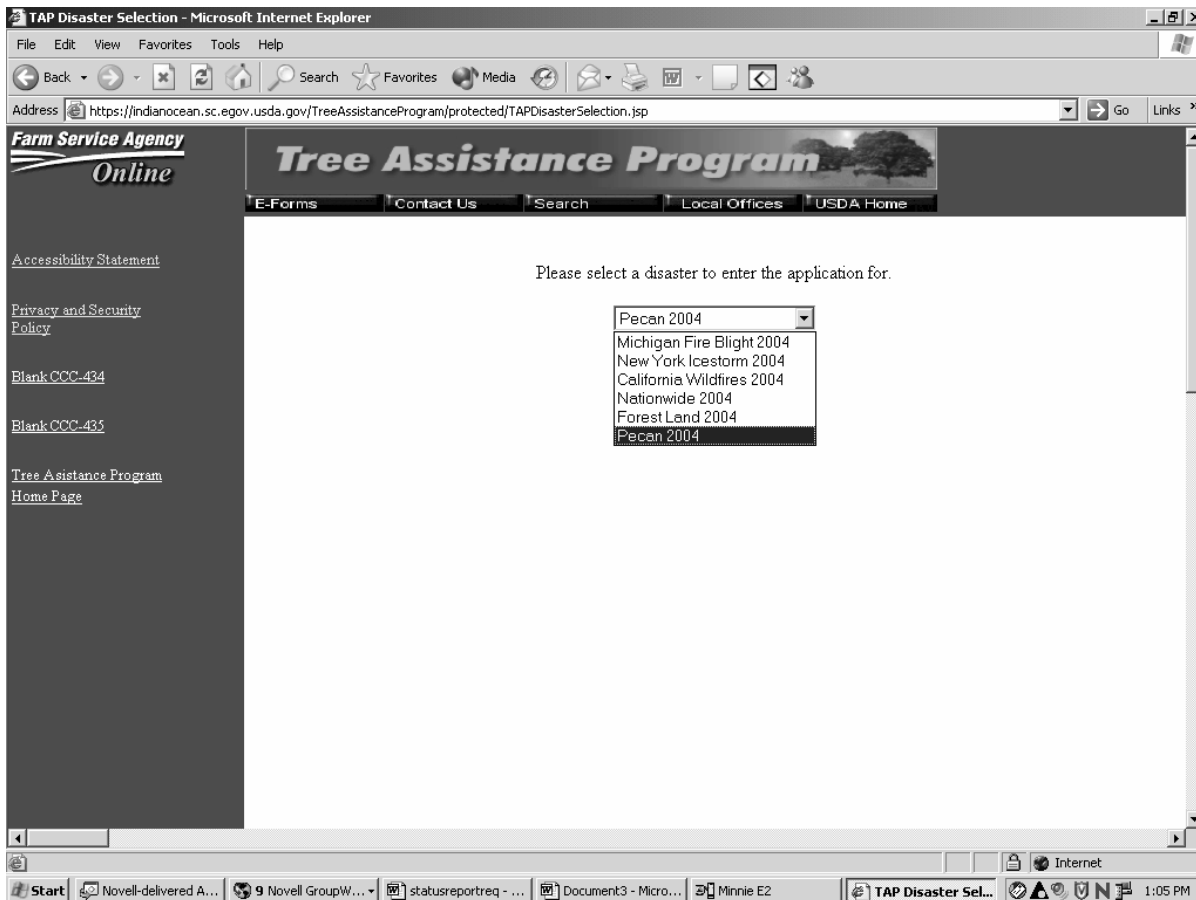


41 TAP Software - New Application (Continued)

D Selecting a Disaster

The following menu will provide a drop down menu of all of the available approved *-disasters. Select the applicable disaster, and PRESS “Enter”. The following are valid options:

- Michigan Fireblight (available to Michigan only)
- New York Icestorm (available to New York only)
- California Wildfire (available to California only)
- Nationwide 2004 - General TAP (available to all States)
- Forest Land 2004 - Timber TAP (available to all States)
- Pecan 2004 - Pecan Rehabilitation (available to counties presidentially-declared disaster areas as a result of 2004 tropical storms, hurricanes, and related events).



--*

41 TAP Software - New Application (Continued)

E Application Menu Options

The following application selection menu will provide the user with the following options:

- new application
- delete application
- modify application
- print 434 application
- approve application
- process payments
- complete 434 data
- reports.



41 TAP Software - New Application (Continued)

F New Application

When the user selects the option for a new application, the following screen will display.

G Valid Entries

The application will provide a drop down list of all counties administered in the user's county. The application date will default to the current date.

Note: The application date can be changed if a manual application was taken.

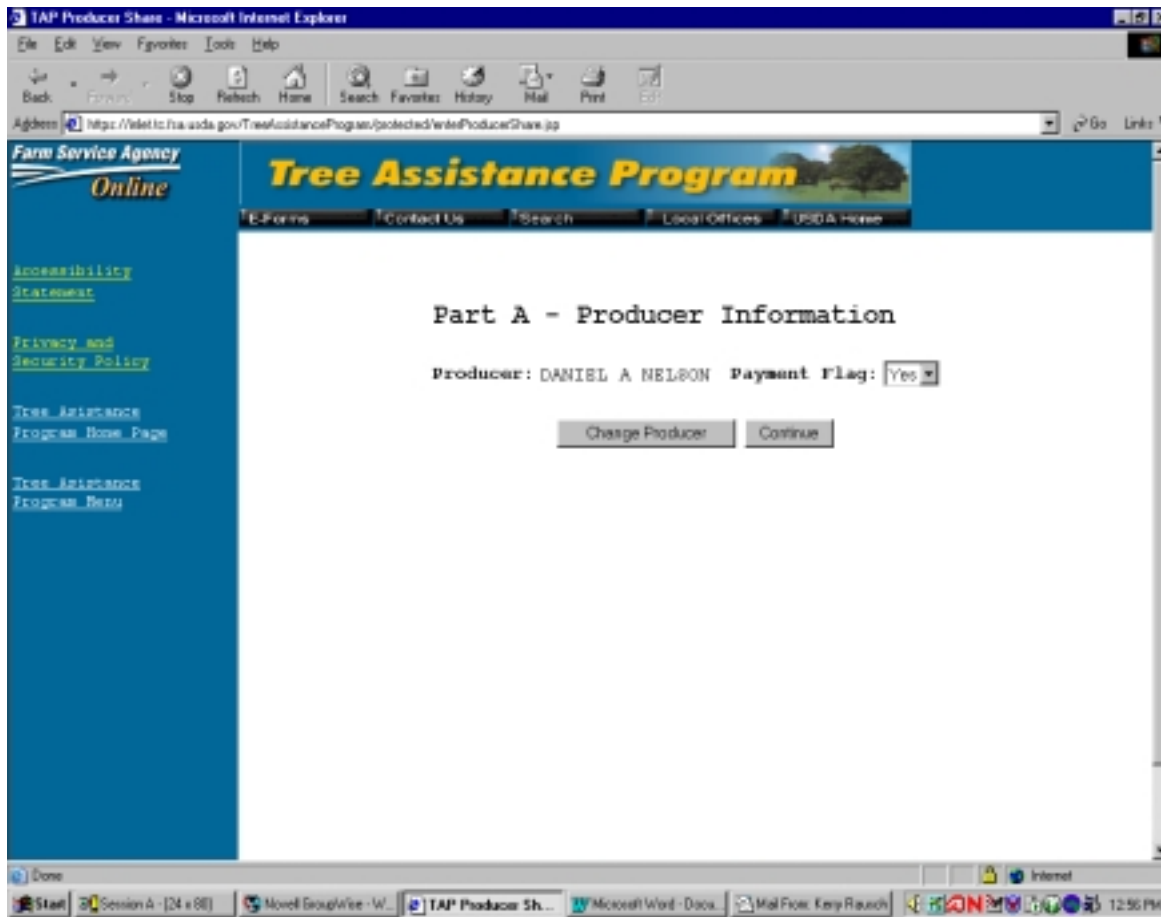
41 TAP Software - New Application (Continued)

H Producer Selection

The Customer Search Page will display once the county information is validated and continue is selected.

Follow 1-CM for procedure for the producer selection information.

Once a producer has been selected, the following menu will display.



I Entries for Changing or Continuing

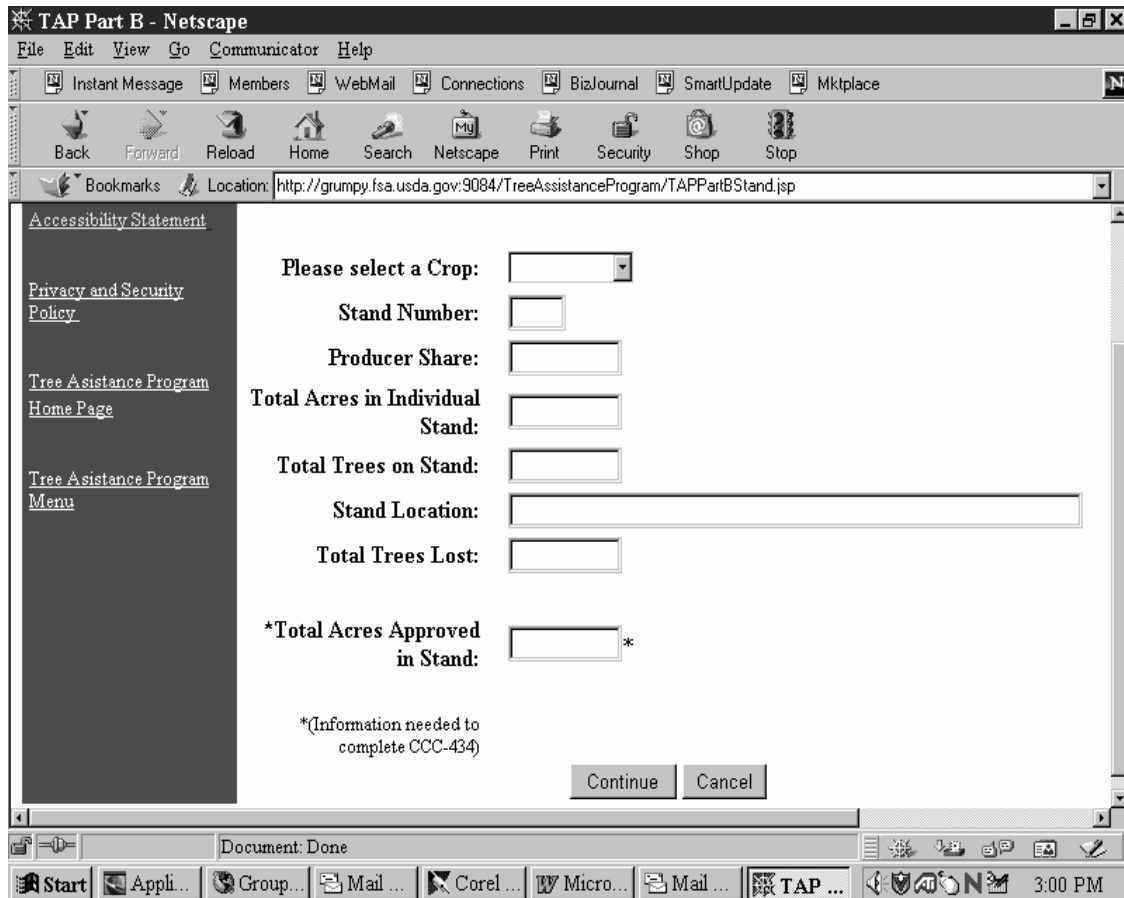
On the screen in subparagraph H, the user has 2 options, to change the producer or to continue to the next part of the application. Selecting “Change Producer” allows the user to select a new producer. Selecting “Continue” will go to the Stand information Screen.

Note: A producer is allowed only 1 application per county per disaster.

41 TAP Software - New Application (Continued)

J Individual Stand Information

The following menu will allow the user to enter specific information pertaining to each individual stand.



Notes: Producer share is the producer’s share of each stand. Shares on the application do not have to equal 100 percent. However, since there is 1 producer per application, the County Office must ensure that the total shares for a stand owned or operated by multiple producers does not exceed 100 percent.

Example: Shares are entered in decimals. 100 percent would be entered as 1.000. 50 percent would be entered as .50.

--County Office shall not enter "Total Acres Approved" until after COC has approved the acreage on CCC-435.--

41 TAP Software - New Application (Continued)

K Stand Entries

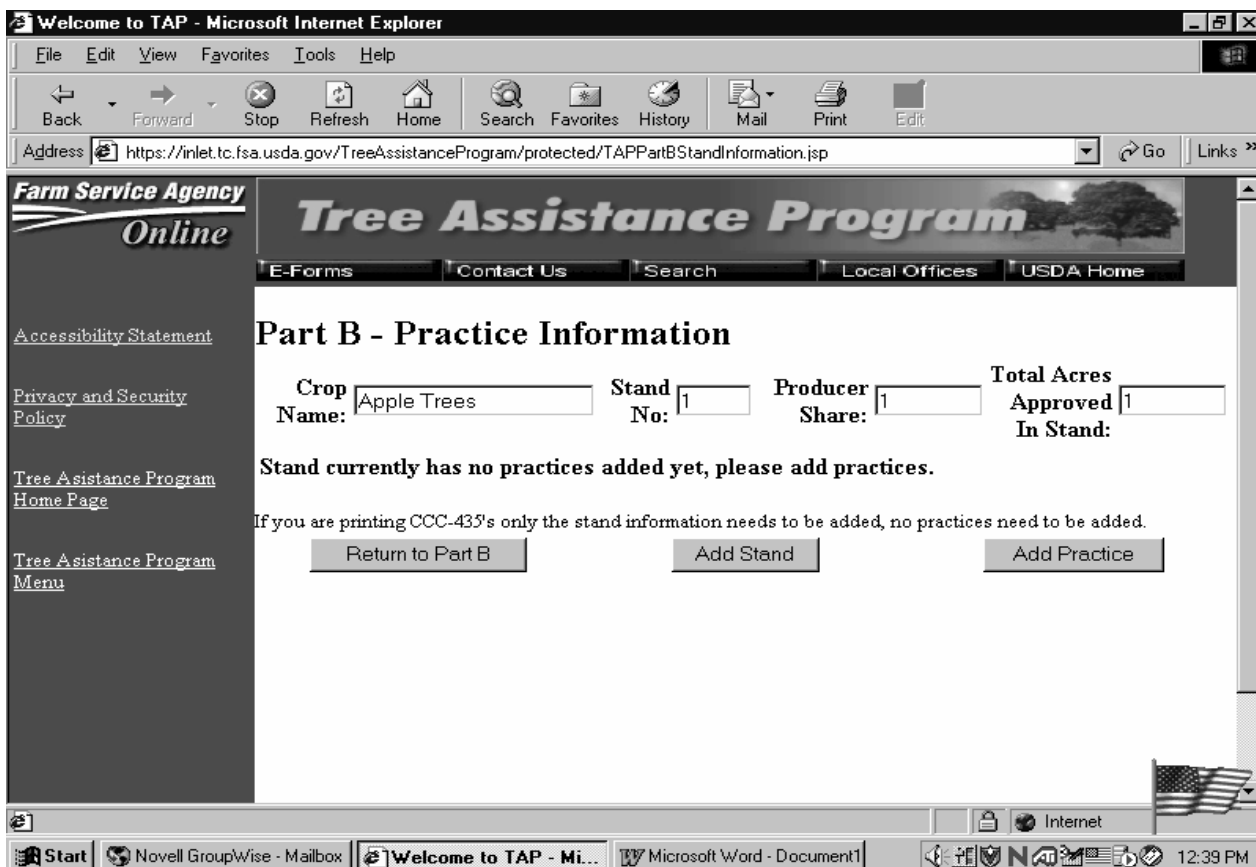
Step	Field	Action
1	Crop	A drop down screen will list all of the crops eligible for the selected disaster.
2	Stand Number	This is the number that is associated with the stand. If this is the first stand for the producer, then the stand number assigned would be one, etc.
3	Producer Share	Enter the share that the producer has in this stand of trees.
4	Total Acres in Individual Stand	*--Enter the total number of acres in the stand before the loss occurred.
5	Total Trees in Stand	Enter the total number of trees in the stand before the loss occurred.--*
6	Stand Location	Enter a description that will help identify the location of the stand.
7	Total Trees Lost	Enter the total number of trees being requested for benefits in the stand.
8	Total Acres Approved in the Stand	Enter the total number of acres approved in the stand. *-- Note: Practice information cannot be entered for approved amounts until "Acres Approved" are entered on the stand.--*

PRESS "Continue" to go to Part B of the stand information. PRESS "Cancel" to return to the Application Selection Menu.

41 TAP Software - New Application (Continued)

L Part B - Practice Information

The following menu will display to add practice information to the stand.



M Additional Stand Information

Enter additional stand information according to the following table:

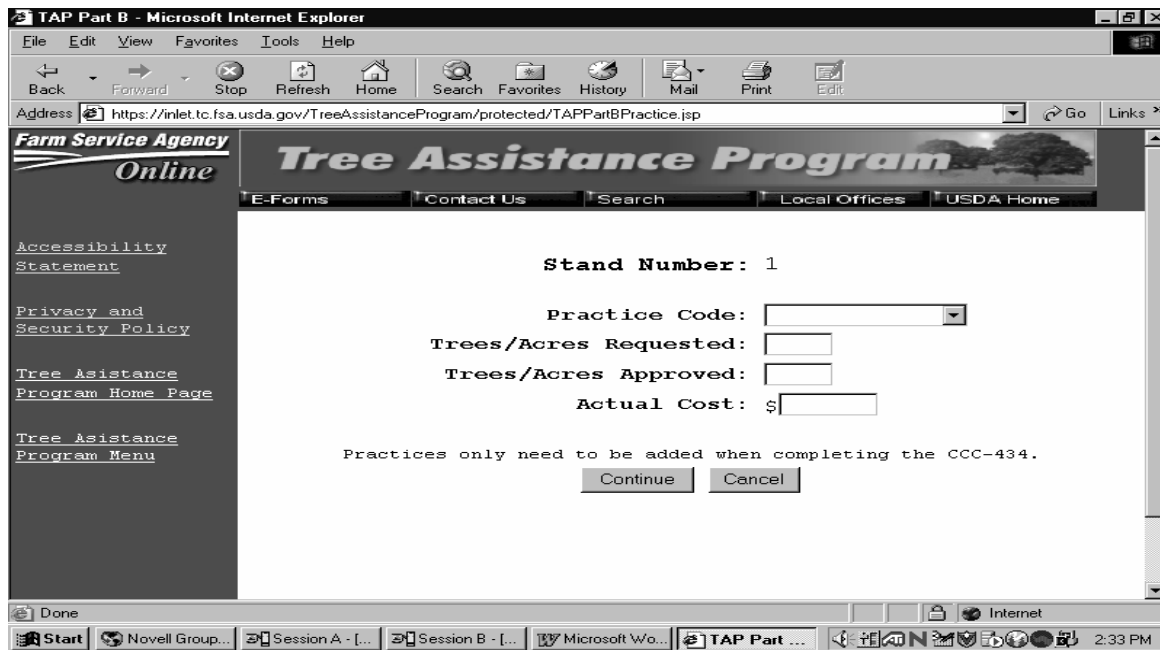
Option	Result
Return to Part B	This option allows the user to return to the first page of stand information. The user can revise a stand, add a practice, or submit and print CCC-435.
Add Stand	This option goes to the "Stand Screen" where additional stands can be entered.
Add Practice	This option allows the user to enter the practices that are applicable to *--this stand. Only the practice code and trees/acres shall be entered to continue.

Note: Enter "Trees/Acres Approved" after CCC-435 is completed. Enter "Actual Cost" after practices have been completed and producer has provided receipts.--*

41 TAP Software - New Application (Continued)

N Selecting “Add Practice” Option

When selecting the “Add Practice” option, the following screen will display.



O Entering Practice Information

Enter practice information according to the following table.

Field	Action
Practice Code	The drop down will provide a list of all practices that are eligible for TAP. User must select one.
Trees/Acres Requested	*--Enter the total number of trees/acres requested by the producer.
Trees/Acres Approved	Enter the total number of trees/acres approved from CCC-435.--*
Actual Cost	Enter the actual cost for the practice.

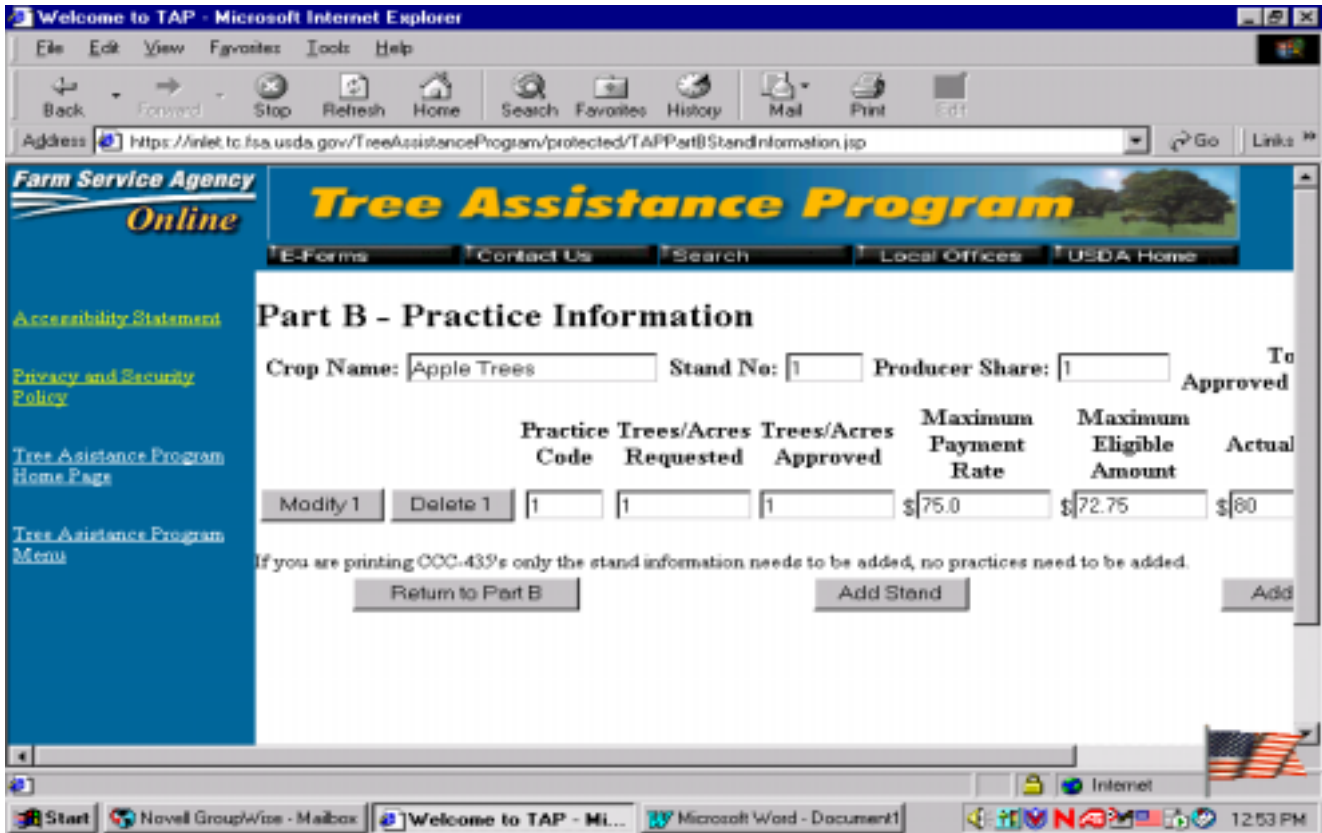
PRESS “Continue” to go to the next screen and “Cancel” to return to Part B Practice Information Menu.

--Note: Enter "Trees/Acres Approved" after CCC-435 is completed. Enter "Actual Cost" after practices have been completed and producer has provided receipts.--

41 TAP Software - New Application (Continued)

P Displaying Summary Practice Information

When “Continue” is pressed, the following screen will display. All information entered will be displayed.



41 TAP Software - New Application (Continued)

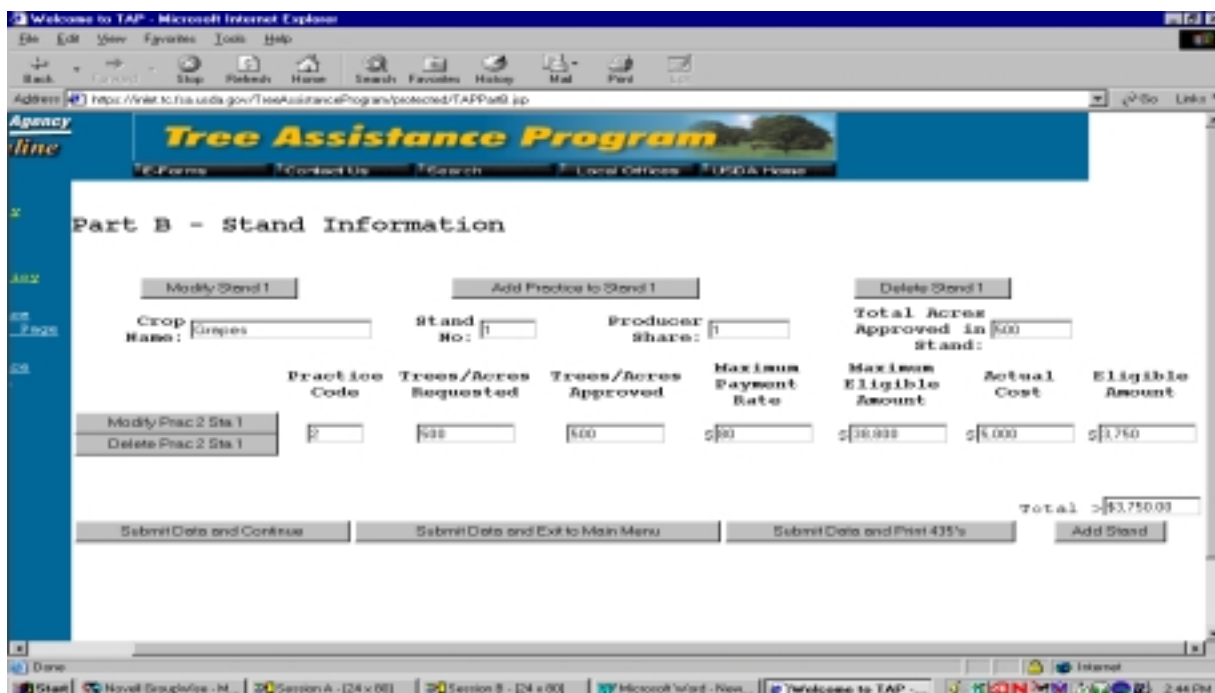
Q Options on Summary Practice Information Screen

The following table provides all of the functions that can be performed on the Summary Stand Information Screen.

Option	Result
Modify 1	This option allows the user to modify information entered for Practice 1.
Delete 1	This option allows the user to delete Practice 1.
Return to Part B	This option allows the user to return to the first page of stand information. The user can revise a stand, add a practice, or submit and print CCC-435.
Add Stand	This option goes to the “Stand Screen” where additional stands can be entered.
Add Practice	This option allows the user to enter the practices that are applicable to this stand.

R Returning to Part B

If the option “Return to Part B” is taken, the following screen will display.



41 TAP Software - New Application (Continued)

S Options on Stand Information Screen

The following table provides all of the functions that can be performed on the Stand Information Screen.

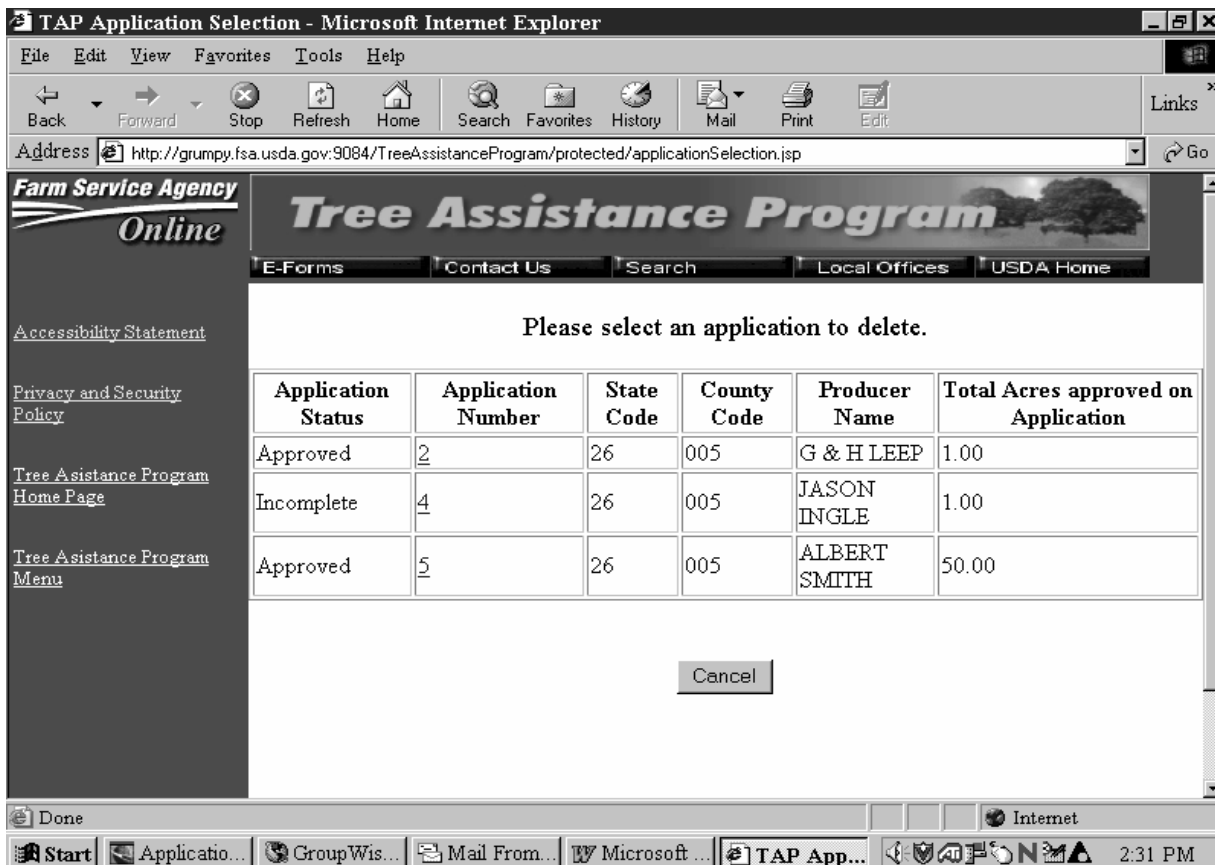
Option	Result
Modify Stand 1	This option will allow stand 1 information to be modified.
Add Practice to Stand 1	This option will allow a practice to be added to Stand 1.
Delete Stand 1	This option will delete Stand 1.
Modify Prac 2 Sta 1	This option will allow the user to modify practices and stands.
Delete Prac 2 Sta 1	This option will delete practices and stands.
Submit Data and Continue	<p>This option will submit all data and allow the user to view the CCC-434 application.</p> <p>Note: Once this option is taken, the application is automatically transmitted. This option should be taken each time an application is taken.</p>
Submit Data and Exit to Main Menu	<p>This option will submit all data and return to main menu.</p> <p>*--Note: Print CCC-434 from the main menu.</p>
Submit Data and Print 435's	This option will summarize all data and allow user to print CCC-435. Print CCC-435 for each stand.
Add Stand	This option will allow a new stand to be entered.

Note: Do not enter approved information until after CCC-435 is completed.--*

42 TAP Software – Delete Application

A Deleting an Application

When the user selects the option to delete an application, the following screen will display.



*--This table provides explanations of the application status displayed on this menu.

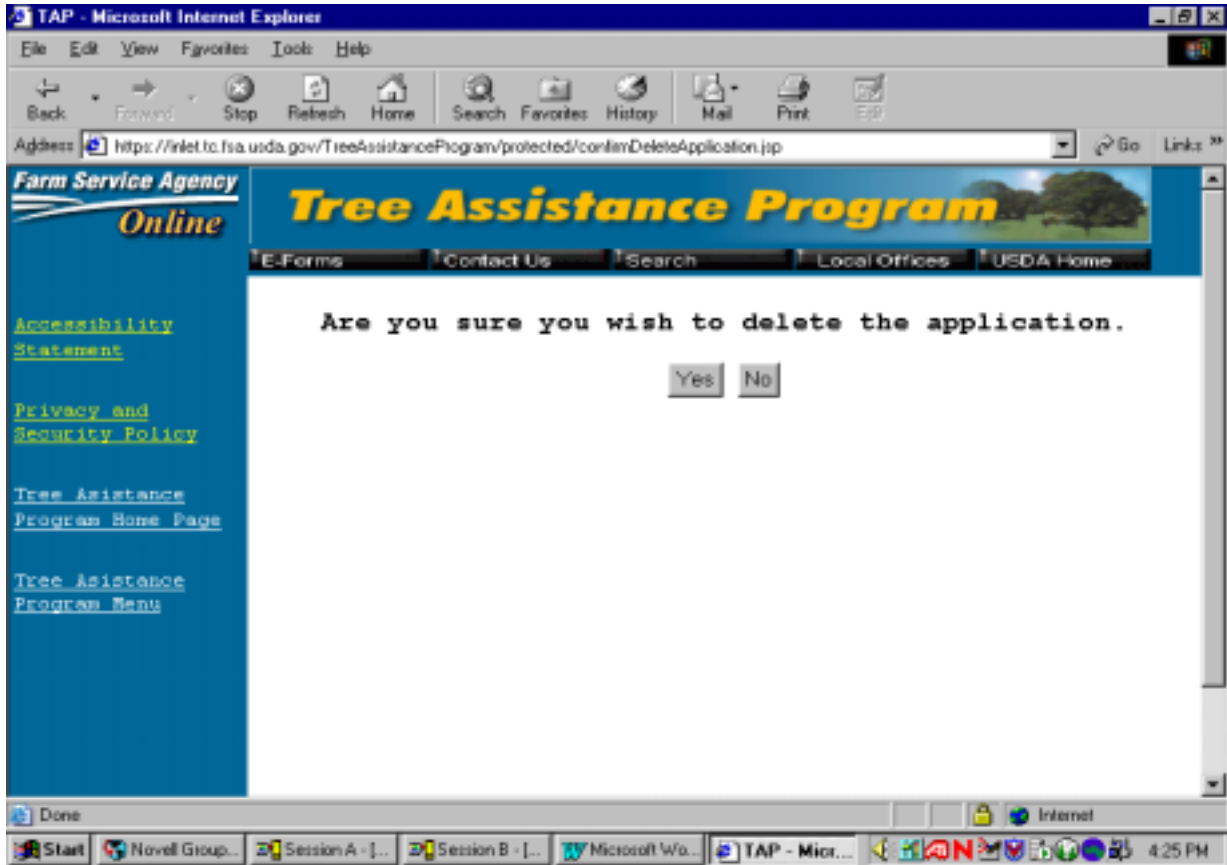
Application Status	Explanation
Approved	An application that has had all cost data entered for every practice for every stand associated with the application and has had an approval date entered.
Disapproved	An application that has been disapproved.
Complete	An application that has had all cost date entered for every practice for every stand associated with the application. The only thing that has not been entered is the approval date.
Incomplete	An application where one or more critical elements has not been entered. For example, the application could be missing practice information or actual cost data. An incomplete application cannot have an approval date entered.

--*

42 TAP Software – Delete Application (Continued)

B Selecting an Application to Delete

To delete an application, click on the highlighted application number. The following screen will display.

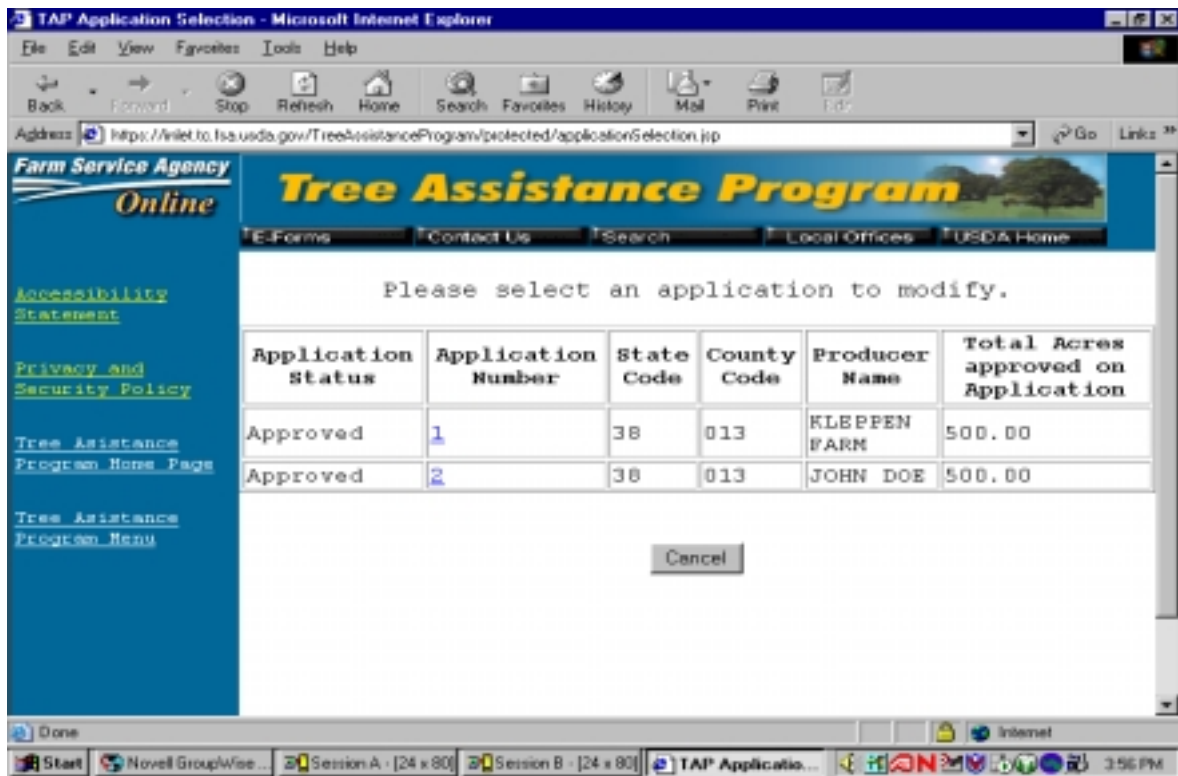


If the user answers “Yes” to the question, “Are you sure you wish to delete the application”, the screen will display with the message, “Application successfully deleted”.

If the user answers “No”, the software will return to the Application Options Menu.

43 TAP Software – Modify Application

A When the user selects the option to modify an application, the following screen will display.



B Selecting an Application To Be Modified

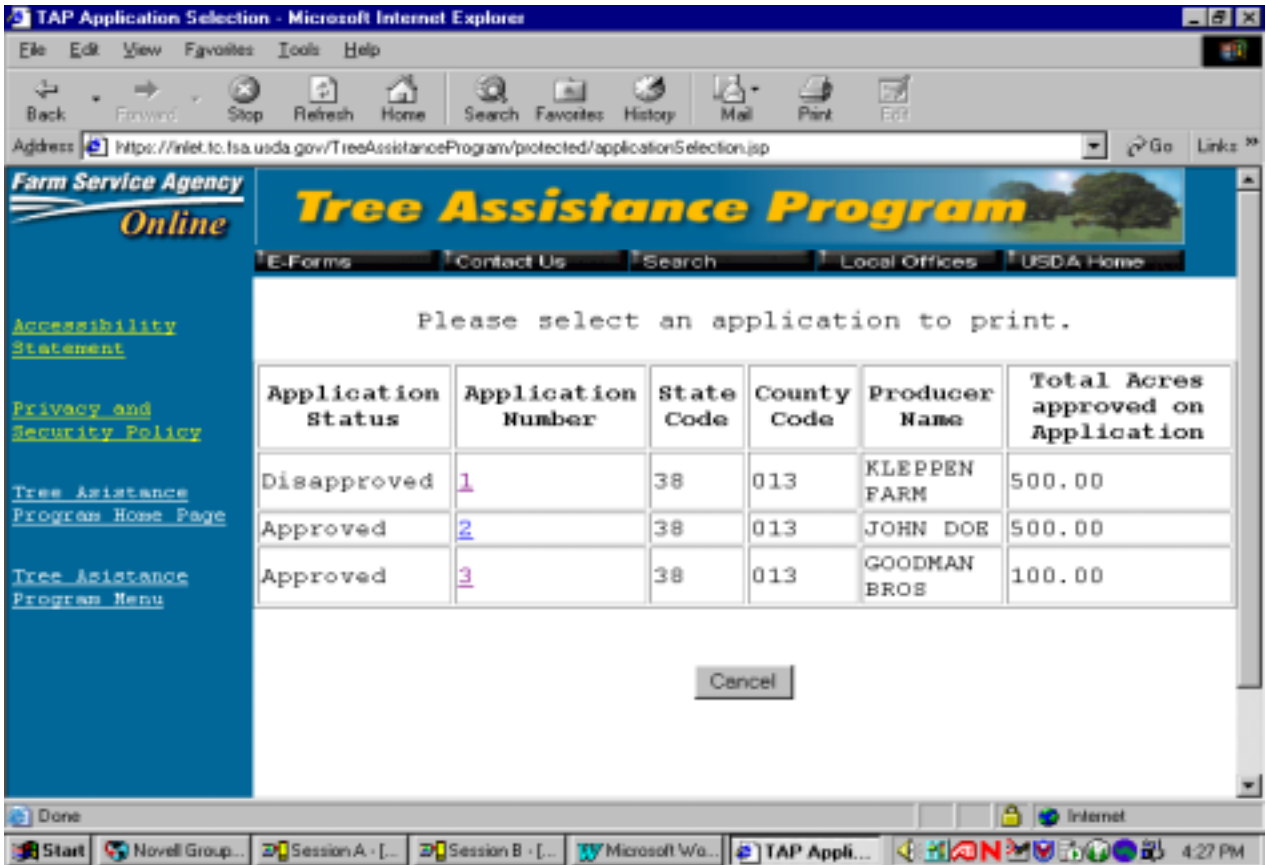
To modify an application, click on the highlighted application number. The Part B Stand Information Screen will display. To continue the modify option, follow paragraph 42.

Note: A producer cannot be modified on an application. The application must be deleted and a new one created.

44 TAP Software – Print CCC-434

A Printing CCC-434

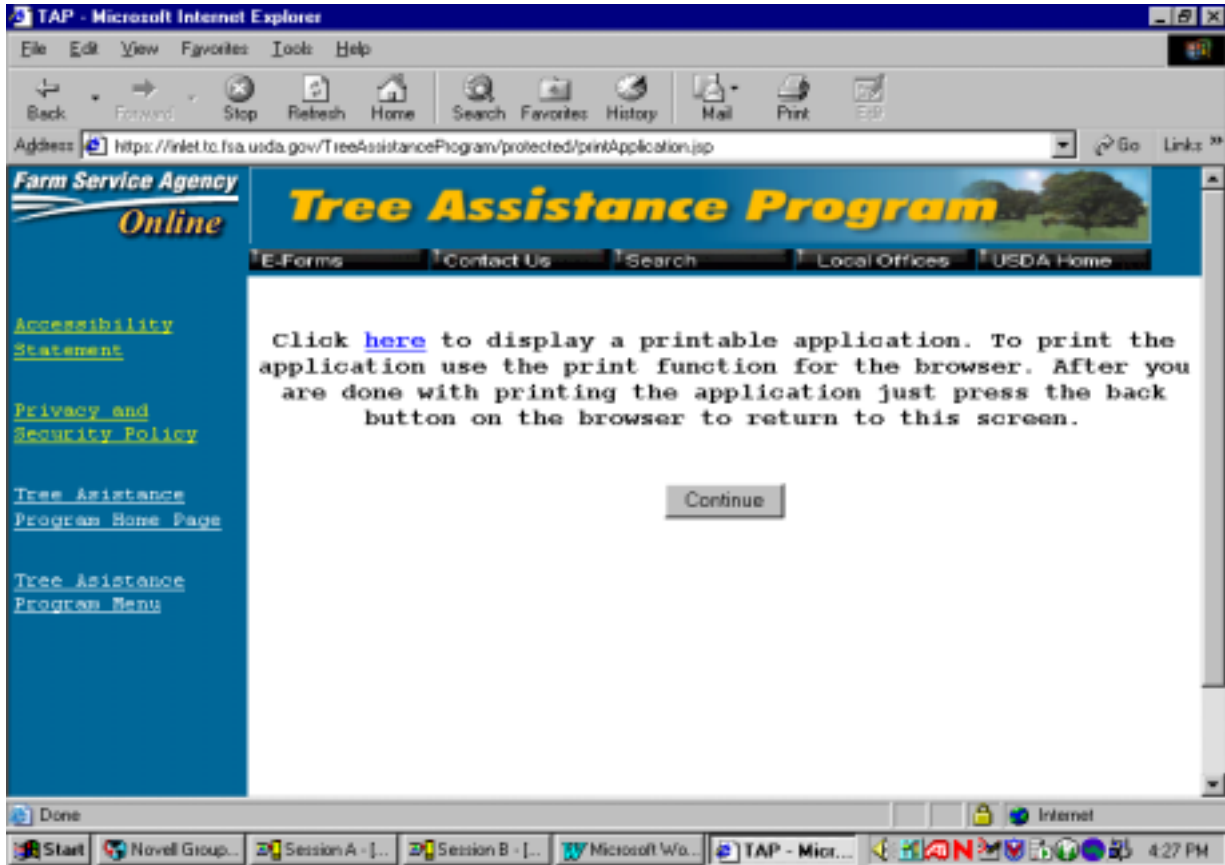
When the user selects the option to print CCC-434, the following screen will display.



44 TAP Software – Print CCC-434

B Selecting CCC-434 to Print

To print CCC-434, click on the highlighted application number. The following screen will display.

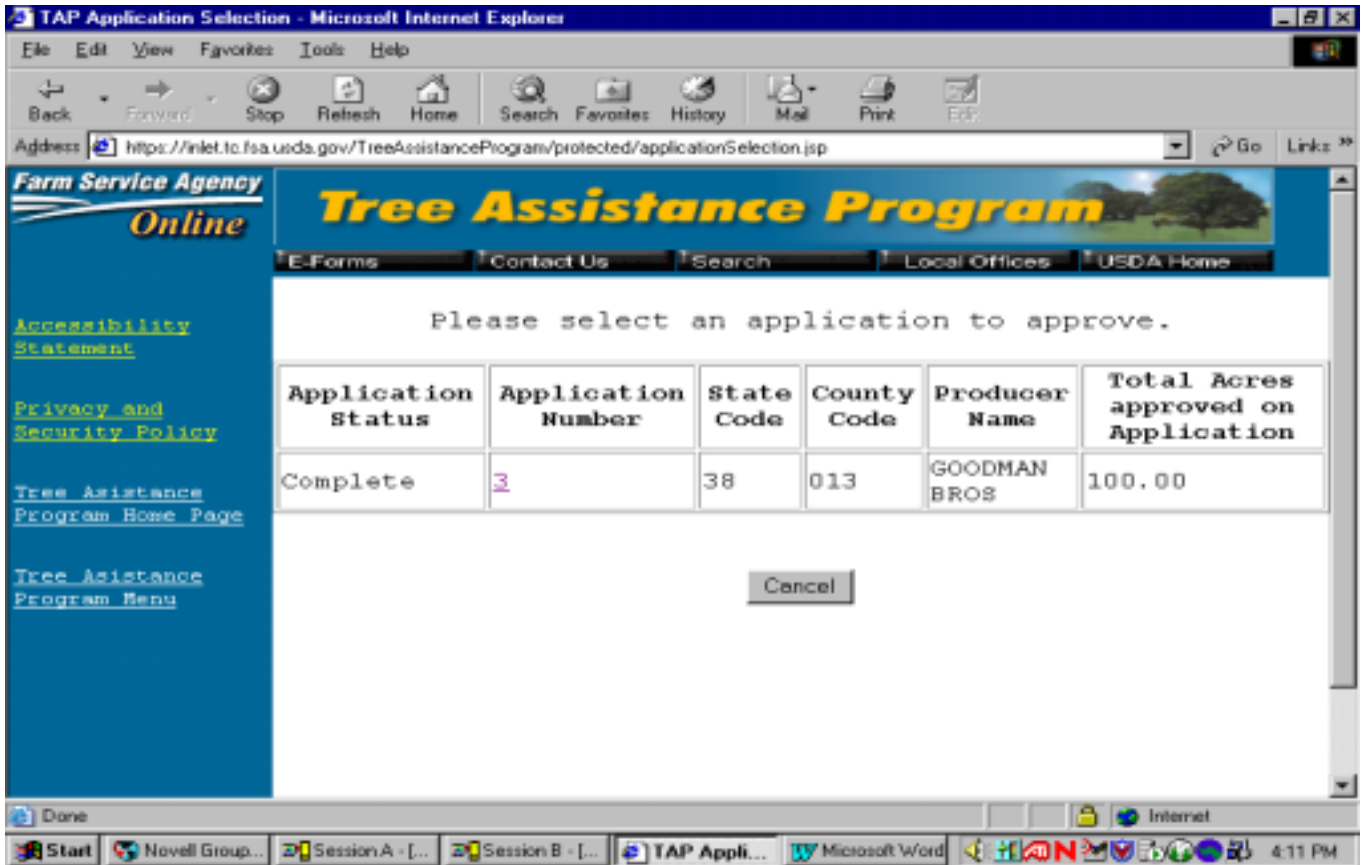


After selecting the “here” link, a printer friendly version of the application will be displayed. To print this application, use the print button on the browser. After the application has printed, use the browser’s back button to return to the TAP application, and then PRESS “Continue” to return to the main menu page.

45 TAP Software – Approve an Application

A Selecting an Option to Approve an Application

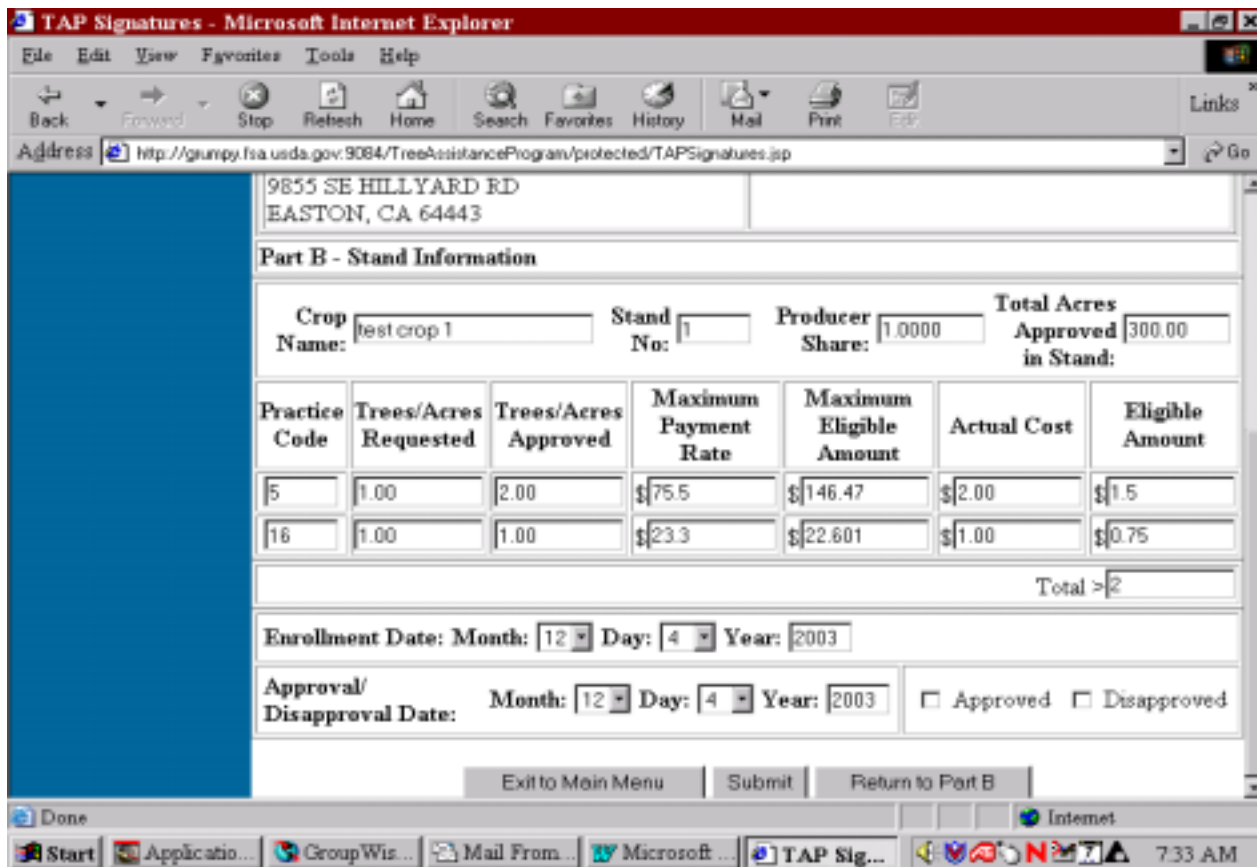
When the user selects the option to approve an application, the following screen will display.



45 TAP Software – Approve an Application

B Selecting an Application to Approve

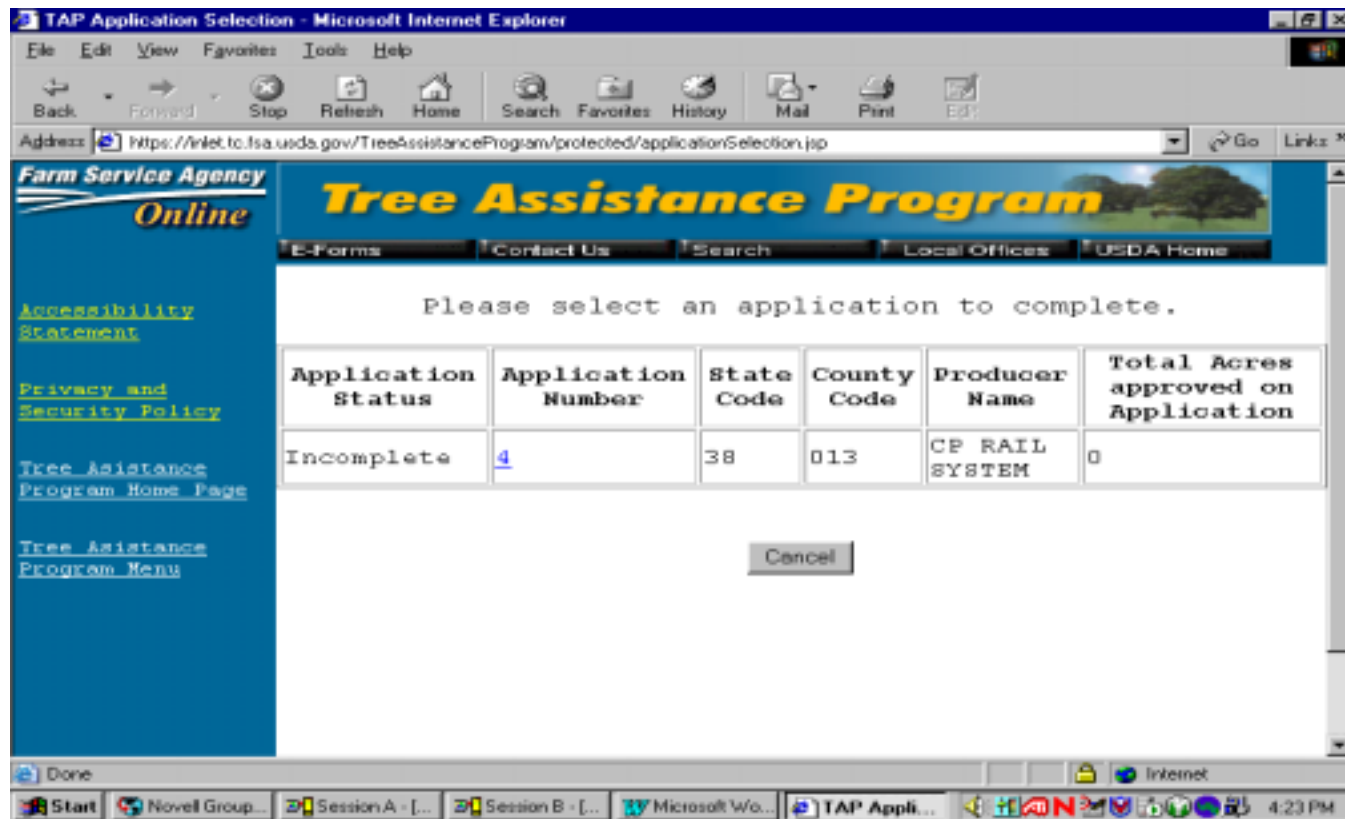
To approve an application, click on the highlighted application number. The following screen will display.



46 TAP Software – Complete CCC-434 Data

A Selecting CCC-434 Option

When the user selects the option to complete CCC-434 data, the following screen will display.



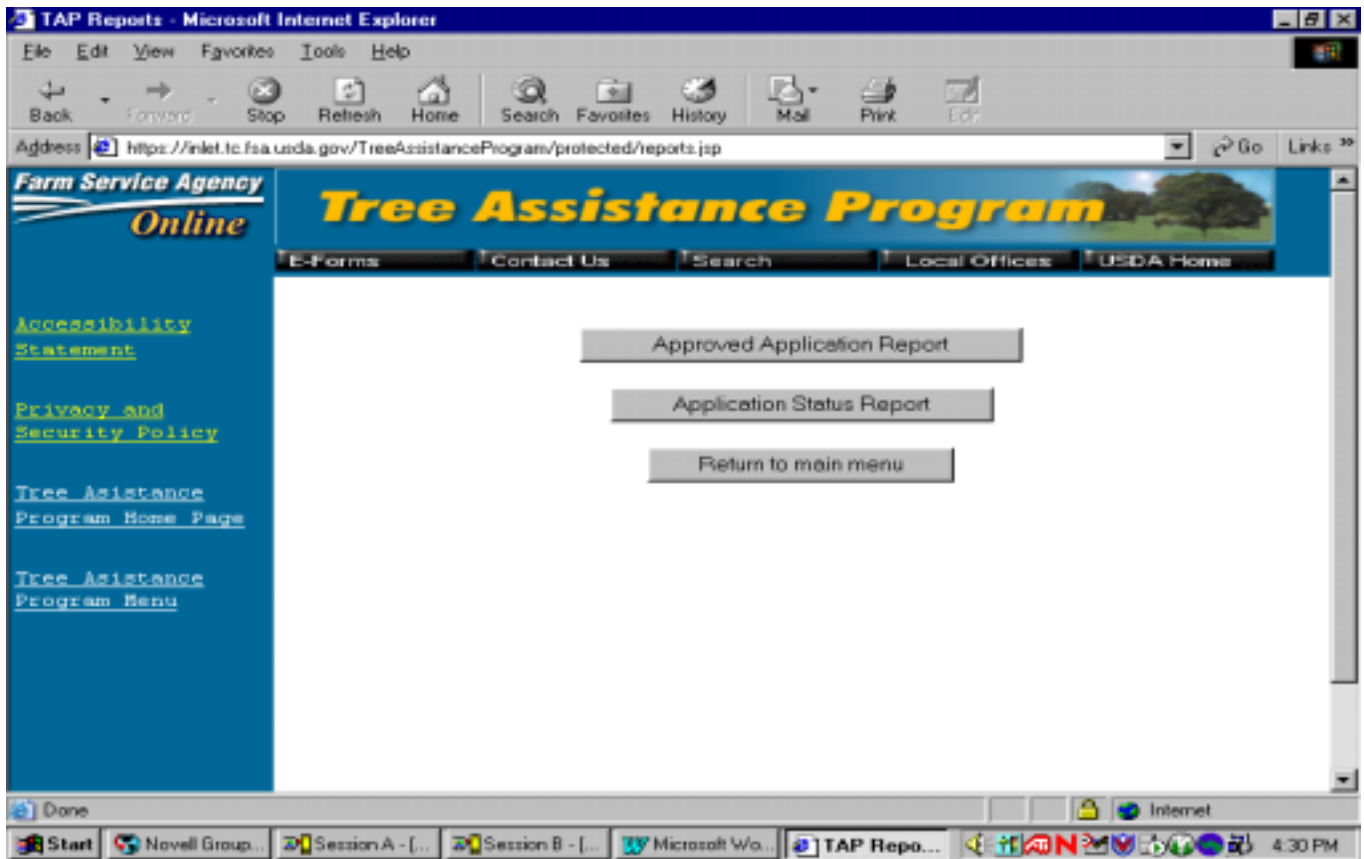
B Selecting CCC-434 to Complete

To complete CCC-434, click on the highlighted application number. The application will go to the Producer Selection Screen. Follow paragraph 19 to complete CCC-434.

47 TAP Software – Reports

A Reports

When the user selects the option for reports, the following screen will display.



B Available Reports

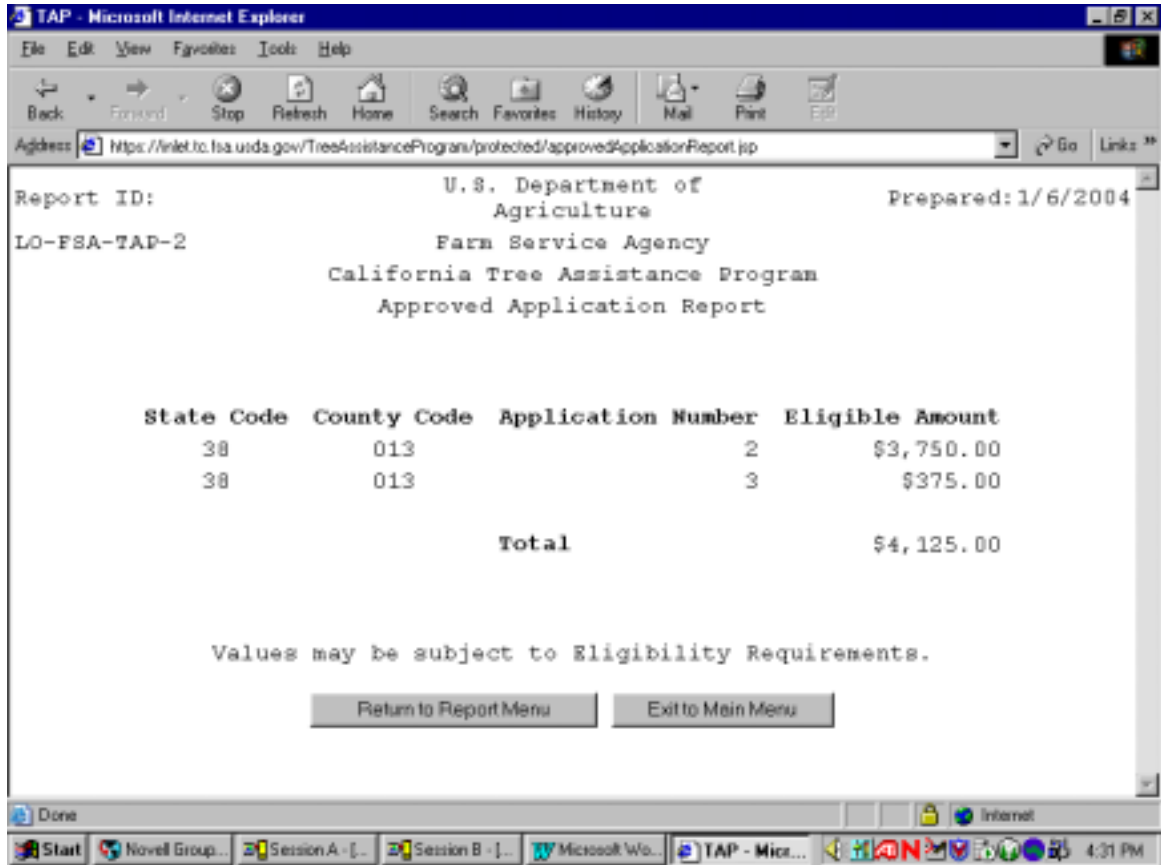
The following reports are available for viewing and printing:

- Approved Applications Report
- Application Status Report.

47 TAP Software – Reports (Continued)

C Selecting a Report

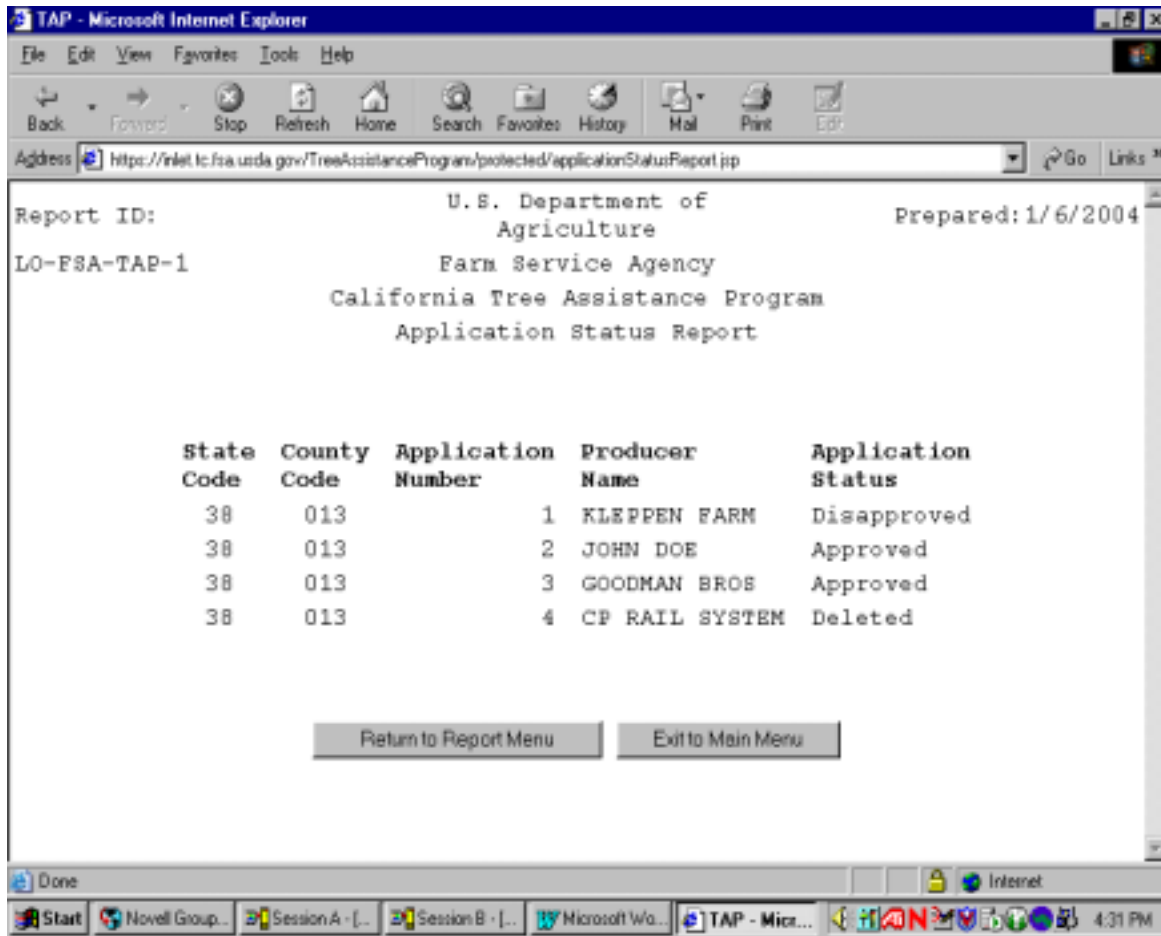
If the Approved Applications Report is selected, a County Selection Screen will display. Once the user selects the county, the following report will display.



47 TAP Software – Reports (Continued)

C Selecting a Report (Continued)

If the Application Status Report is selected, a County Selection Screen will display. Once the user selects the county, the following report will display.



*--This table provides explanations for the application status displayed on the report

Application Status	Explanation
Approved	This status lists any application that has been approved.
Disapproved	This status lists any application that has been disapproved
Deleted	This status lists any application that has been deleted.
Pending Approval	This status includes both complete and incomplete applications. An incomplete application is one where one or more critical elements has not been entered. A complete application is one where all critical elements including actual cost data has been entered. The difference between a complete application and an approved application is the approval data has not been entered on the completed application.

--*

***--Part 4 Preparation for Issuing TAP Payments**

61 Payment Procedure

A Introduction

The automated processing system uses many different files when going through the payment process. For the payment to be calculated correctly, each file must be updated correctly.

B Obtaining Payment Processing Data

This table shows where the system obtains the data elements to calculate TAP payments for a producer.

File Name	Provides
TAP Application	payment amount, including the acreage limitation
Name and Address	<ul style="list-style-type: none"> • name and address • refuse payment indicator • claim indicator • receivable indicator • other agency indicator • assigned payment indicator • joint payee indicator • nonresident alien indicator • resident alien indicator • bankruptcy indicator • deceased indicator • missing indicator • incompetent indicator
Payment Limitation	payment limitation amounts for producers and members of joint operations
Joint Operation	members' shares for partnerships and joint ventures
Entity	permitted share for the producer
Combined Entity	members of combined entities

--*

***--62 Prerequisites for Making Payments**

A Introduction

There are actions that must be completed before issuing payment to ensure that the producer or entity is eligible for payment.

B Action Completed Before Issuing TAP Payments

This table contains the actions that must be completed before issuing TAP payments. COC, CED, or designee shall ensure each action is completed.

Step	Action
1	Ensure that actual cost data has been entered into the TAP application and the application has been approved.
2	AD-1026 is on file for producer seeking benefits.
3	The “person” determinations are completed according to 1-PL.
4	All eligibility flags have been updated.
5	Ensure that payment limitation flags are updated correctly.
6	Ensure that multi-county files are updated correctly.
7	Ensure that entity and joint operation files are updated correctly.

--*

***--63 Applying Payment Limitation**

A Rule

An effective payment limitation must be maintained for each individual and entity. This payment limitation must not be exceeded. The system will control payment limitation for TAP. The payment limitation for TAP is \$75,000 per person for all TAP payments through 2007.

B When Payment Limitation Is Reached

When the sum of payments to a “person” is equal to or exceeds the payment limitation of the person, the Nonpayment Register will display the message, “Producer has Reached Payment Limitation”.--*

***--64 Multi-County Producers**

A Introduction

Payments issued to a multi-county producer shall be limited to the amount allocated to each County Office for counties in which the producer has farming interests. The payment process will limit payments to the payment limitation in the multi-county producer file. See 2-PL.

Note: New multi-county producers may print on the Nonpayment Register with the message, "Payment Limitation Allocated to Zero", within the timeframe for completing the upload/download process for updating payment limitation.

B Accessing Multi-County Files

The control county can access multi-county files to look at a producer's effective limitation or to update a limitation according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", and PRESS "Enter".
2	FAX09002	Enter the appropriate county, and PRESS "Enter".
3	FAX07001	ENTER "9", "Common Provisions", and PRESS "Enter".
4	MA0000	ENTER "4", "Subsidiary Files Maintenance", and PRESS "Enter".
5	MAD000	ENTER "3", "Multiple County Producers", and PRESS "Enter".
6	MAD200	ENTER "4", "Update Effective Payment Limitation", and PRESS "Enter". Note: See 2-PL to update limitation.

--*

***--65 Determining Payment Eligibility**

A Introduction

The TAP payment process reads the eligibility and multi-county files to determine whether a producer is eligible to be paid. If the producer is ineligible to be paid, the individual or entity will be placed on the Nonpayment Register with the appropriate message. The eligibility flags must be updated before the producer can be paid.

B Determining Flags for Tree Assistance Program Payments

Follow this table to make determinations for eligibility flags for TAP payments.

Note: The following table applies to TAP only.

County	Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
Control County	Controlled Substance - FSA	Y	N	
	6-CP	Y	N, blank	B
	AD-1026	Y, F	N, A	
	Person Determination	Y, P	N	blank

--*

***--65 Determining Payment Eligibility (Continued)**

C “M” Flag in “Actively Engaged” Field

An “M” flag in the “actively engaged” field will only be considered an eligible flag for payment purposes if the producer or entity with the “M” flag is a member of a joint operation. All other occurrences of this flag for payment purposes will be considered an ineligible flag, but should not cause problems because no payments should be due for the ID number.

Example: A stockholder should not be paid.

D Deleted Records

The TAP payment process reads:

- all active records
- deleted records for the prior year (current year minus 1)
- deleted home county records in which current year on Report MABDIG and the year of payment are equal, except for members of joint operations.--*

***--66 Issuing TAP Payments**

A Payments of Less Than \$1

If the producer has elected to receive a TAP payment, payment processes will not issue payments of less than \$1. However, all payables that round to at least \$1 will be processed and sent to the Accounting system.

B Prompt Payment Due Dates

According to the Prompt Payment Act, a prompt payment interest penalty applies if a TAP payment is not issued in a timely manner. See 61-FI for additional information on handling prompt payment interest penalties.

C Prompt Payment Exceptions

An interest penalty payment does not apply if the:

- payment is the subject of an ongoing judicial action, including when a payee has filed for bankruptcy
- payee fails to provide the necessary documentation
- payee does not comply with the terms of any contract
- payee does not meet necessary program requirements.--*

***--67 Applying the National Factor**

A Determining National Factor

As provided in subparagraph 22 B, a national factor will be determined based on uploaded data and will be applied to all TAP payments authorized under the specific funding.--*

68-70 (Reserved)

***--Part 5 Special Cases**

71 Refusing Payment

A Introduction

In some cases, an eligible producer cannot or does not want to receive a payment. These producers shall be flagged in the name and address file as refusing payment to ensure that a TAP payment is not issued.

B Issuing Payment

If the producer has refused payment, do not issue a payment to the producer until the producer requests the payment in writing and COC approves payment. Do not issue the payment to anyone else.--*

***--72 Provisions Regarding Typewritten Checks**

A Typewritten Checks

County Offices **are not authorized** to issue typewritten checks.

When it is determined that a payment cannot be issued through the TAP payment process, County Offices shall review the Nonpayment Register to determine the reason the TAP payment cannot be issued.

If a condition occurs that prevents the payment from being issued through the regular payment process:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD if additional guidance is needed.

Failure to follow the provisions of this paragraph regarding typewritten checks may result in disciplinary action.--*

***--73 Lost, Stolen, or Destroyed CCC-184's**

A Introduction

This paragraph provides instructions for handling lost, stolen, or destroyed TAP CCC-184's.

B Recording Lost, Stolen, or Destroyed CCC-184's

CCC-184's shall not be canceled through the TAP payment process. Cancel and reissue payments through the Accounting application, cancel/issue substitute option according to 1-FI.

Complete the action in this table to record and reissue, if necessary, a lost, stolen, or destroyed CCC-184.

Step	Action
1	Follow 1-FI, Part 7 to record a lost, stolen, or destroyed CCC-184 in the system.
2	KC-ADC will notify the County Office of the status of CCC-184. See 1-FI for more information.
3	If needed, cancel and reissue substitute CCC-184 according to 1-FI.

--*

74-80 (Reserved)

--Part 6 Payment Processing*81 Overview****A Background**

The automated payment system is designed with as many validations as possible to assist the Service Center in ensuring that payments are correct and that all procedures have been followed. The payment process computes and issues payments for all eligible producers.

B Eligible Producers

Eligible producers include the following:

- individuals
- corporations
- partnerships and joint ventures
- trusts and estates
- Native Americans whose payments are handled by BIA
- combined entities
- multi-county producers
- producers with assignments, claims, joint payees, and receivables
- dead, missing, and incompetent persons.--*

***--82 Accessing Payment Processing**

A Introduction

TAP payment processing may be accessed from Menu FAX250.

B Accessing Regular Payment Processing

Access TAP payment processing from Menu FAX250 according to the following table.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "5", "Tree Assistance Program (TAP)"
6	MZAKP0	ENTER "1", "Payment Processing".
7	MZAKP1	ENTER "1", "Issue Payments".

--*

***--83 Batch Check and Printing Control**

A Accessing Menu

After all TAP payment records for the producer in the county that were selected have been processed and the payment amounts have been calculated, Menu MZAKPN01 will be displayed. The menu displays the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Complete the action in this table to access Screen MZAKPN01 for TAP payments.

Step	Action
1	After accessing payment processing, Screen MZAKPRT2 TAP will be displayed. Enter the applicable printer ID for printing the payment reports.
2	Screen MZAKPN01 will be displayed. Payments are to be processed through batch processing only. This option can be processed as many times as needed. All applications approved for payment will be processed during the batch process.

B Screen MZAKPN01

This is an example of Screen MZAKPN01.

MZAKPN	HARTLEY	ENTRY	MZAKPN01
TAP Payments		Version: 00-00-0000	00:00 Term: 00
<p>BATCH CHECK AND PRINTING CONTROL</p>			
Warning	Record count does not accurately reflect check Count especially when 'A' or 'O' batches are processed.		
	<p style="margin-left: 40px;">3 Check records to be processed 0 Have been processed 3 Records remain to be processed</p>		
Enter (Y)es to start or continue a Batch Print Processing.			
Only one "Y" entry will be accepted.			
	<p style="margin-left: 40px;">3 "B" (regular payments) work records to be processed 0 "A" (assignments) work records to be processed 0 "O" (claims/receivables) work records to be processed</p>		
Enter - continue			

--*

***--83 Batch Check and Printing Control (Continued)**

C Sorting Payable Records

The TAP payment process reads the name and address file for each producer with a payable that has been processed. How the payable is processed depends on the value of flags in the name and address file. This table provides a description of the following:

- payment batches used for TAP payment processing
- priority of which payment batch each payable is processed through based on the flag settings in the name and address file
- approximate number of payables that can be processed at a time.

Priority	Batch	Description	Number of Payables Processed in Each Batch
1	"O"ffset	<p>Payables to producers that may require special processing because there is a "Y" in at least 1 of the following fields in the name and address file:</p> <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien • foreign producer. <p>Note: County Offices shall ensure that payments for producers in bankruptcy status are issued according to the Regional Attorney's guidance.</p>	50 or less
2	"A"ssignment	Payables to producers that are flagged in the name and address file as having an assignment or joint payee form on file.	100 or less
3	"B"atch	Payables to producers that do not have any special circumstances like those payables processed through the "O" and "A" payment batches.	200 or less

--*

84-90 (Reserved)

***--Part 7 Canceling Payables**

91 Canceling TAP Payables

A Introduction

This section provides instructions for canceling a payable.

B When to Cancel Payables Through TAP Application

TAP payables shall be canceled using the TAP application software, as applicable, only when original payable amounts are incorrect and the following apply:

- **CCC-184 is available**
- direct deposit records **have not** been queued or transmitted.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the office or the direct deposit records have not been queued or transmitted to the producer's financial institution are being canceled
- payables are being canceled through the proper application.--*

--91 Canceling TAP Payables (Continued)*C When to Cancel Payables Through Accounting Application**

In some situations, data in the Accounting application needs to be corrected and a substitute CCC-184 or EFT issued. Use the Accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 or EFT is incorrect
- 1 or more CCC-184's in a printed batch need to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do not match preprinted CCC-184 numbers, see 1-FI, paragraph 233.

D When Not to Cancel Payables Through TAP Application

Payables shall not be canceled from the TAP application when either of the following situations apply:

- CCC-184 is not available
- direct deposit record has been queued or transmitted.

Once the check has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation applies if the payable was incorrect. County Offices shall take the necessary action to correct the situation that caused the payment to be issued in error, then:

- issue additional payment amounts if the producer was underpaid
- compute and transfer the overpayment amount to CRS when overpayment processing is available.--*

*--91 Canceling TAP Payables (Continued)

E Applications Used for Cancellations

This table provides examples of when payables shall be canceled and which application shall be used for the cancellation.

Situation	Action	
Producer's CCC-434 share was entered in the system incorrectly. CCC-184 or EFT: <ul style="list-style-type: none"> • is generated for the incorrect amount • has not been issued to the producer. 	Cancel the payable through the TAP application. <ul style="list-style-type: none"> • Cancel all payables associated with CCC-184 or EFT. • Correct the situation that caused the payment to be issued incorrectly. • Reissue the payment through Batch processing. 	
Producer's CCC-434 share was entered in the system incorrectly. CCC-184 or EFT: <ul style="list-style-type: none"> • is generated for the incorrect amount • has already been issued to the producer. 	Do not cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	IF the original CCC-184 or EFT resulted in the producer being... underpaid	THEN... issue an additional payment to the producer.
	overpaid	<ul style="list-style-type: none"> • compute an overpayment • transfer the overpayment to CRS • notify the producer according to 67-FI.

--*

***--91 Canceling TAP Payables (Continued)**

E Applications Used for Cancellations (Continued)

Situation	Action
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the Accounting cancel/issue substitute option according to 1-FI.
CCC-184 has expired but the statute of limitations has not elapsed.	

--*

***--92 Canceling Payables Through TAP Application**

A Introduction

The payment calculation process has been modified to restrict the number of payables that display on the payment cancellation selection screen. This:

- ensures that the correct payables are displayed for a producer
- reduces the number of erroneously canceled payables.

B How to Cancel Payables

Follow the provisions of this table to cancel erroneous payments that have not been issued to the producer.

Reminder: Do not cancel the payable if:

- CCC-184 has been mailed to the producer
- EFT has been queued or transmitted to the producer’s financial institution.

Step	Action	Result
1	<ul style="list-style-type: none"> • Access Menu MZAKPN01 for TAP payments. • ENTER “2”, “Cancel Payable”. 	Informational Screen MZAKP007 will be displayed.
2	Screen MZAKP007 provides a warning message that payments that have been mailed to the producer or transmitted to the producer’s financial institution shall not be canceled through this application.	
	IF the user wants to...	THEN, on Screen MZAKP007...
	continue with the payment cancellation	PRESS “Enter”.
	end processing	PRESS “Cmd7”.
		Screen MZAKPRT2 will be displayed.
		Menu MZAKP1 will be redisplayed.

--*

*--92 Canceling Payables Through TAP Application (Continued)

B How to Cancel Payables (Continued)

Step	Action	Result
3	Screen MZAKPRT2 allows the user to select where the payment calculation reports will be printed. <ul style="list-style-type: none"> • Enter the applicable printer ID. • PRESS "Enter". 	Screen MZAKPA02 will be displayed.
4	Screen MZAKPA02 requires the user to enter the specific data about the payment to be canceled.	
	IF the user wants to...	
	THEN, on Screen MZAKPA02... enter the following data: <ul style="list-style-type: none"> • producer's last name or last 4 digits of the producer's ID number and the Payment Transaction Number • Press "Enter". 	If there are active payments in the payment history file that match the criteria entered, Screen will be displayed.
	end processing without canceling a payable PRESS "Cmd7".	Menu MZAKP1 will be redisplayed.

--*

*--92 Canceling Payables Through TAP Application (Continued)

B How to Cancel Payables (Continued)

Step	Action	Result
5	Screen MZAKPS01 displays the active payables in the payment history file that match the criteria entered on Screen MZAKPA02.	
	<p>IF the user wants to...</p>	
	<p>THEN, on Screen MZAKPS01...</p> <ul style="list-style-type: none"> • ENTER "X" next to each payable to be canceled <p>Note: Use the transaction statement to match the transaction numbers to the CCC-184 number.</p> <ul style="list-style-type: none"> • ENTER "Y" or "N" to the question, "Has the payment(s) been mailed or transmitted to the producer?" • PRESS "Enter". <p>Warning: When "Enter" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p>Note: If there are more payables for the selected producer than can be displayed on the screen, the message, "MORE PAYABLES", will be displayed. If payables associated with the same CCC-184 are displayed on 2 separate screens:</p> <ul style="list-style-type: none"> • select the payables to be canceled on the first screen • PRESS "Enter" and the next screen will be displayed allowing more selections. 	<p>A verification message will be displayed on Screen MZAKPS01.</p> <p>Note: If the selections are:</p> <ul style="list-style-type: none"> • correct, PRESS "Enter" again and Screen ANK52010 will be displayed • not correct, PRESS "Cmd7" to end processing and initiate the cancellation from Menu MZAKP1.

--*

*--92 Canceling Payables Through TAP Application (Continued)

B How to Cancel Payables (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN, on Screen MZAKPS01...	
	cancel an EFT payment	<ul style="list-style-type: none"> • ENTER “X” next to EFT payable to be canceled <p style="margin-left: 40px;">Note: Use the transaction statement to match the transaction numbers to the automated clearing house numbers.</p> <ul style="list-style-type: none"> • ENTER “Y” or “N” to the question, “Has the payment(s) been mailed or transmitted to the producer?” • PRESS “Enter”. 	A verification message will be displayed on Screen MZAKPS01. <p>Note: Do either of the following.</p> <ul style="list-style-type: none"> • If the selections are correct, PRESS “Enter” again. • Screen ANK52040 will be displayed confirming the payable has been deleted from the direct deposit pending file. PRESS “Enter” on Screen ABK53005 to print the producer transaction statement. • Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer’s financial institution. Follow 6-FI to establish the receivable. • If the selections are not correct, PRESS “Cmd7” to end processing and initiate the cancellation from Menu MZAKP1.

--*

*--92 Canceling Payables Through TAP Application (Continued)

B How to Cancel Payables (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN, on Screen MZAKPS01...	
	locate additional payables for the selected farm and producer	use the roll up or roll down key to locate the payable to be canceled. Warning: Payables selected on previous screens will not be retained if the roll up or roll down key is used.	Screen MZAKPS01 will be redisplayed with the additional payables.
	end processing without canceling	PRESS "Cmd7".	Menu MZAKP1 will be redisplayed.

--*

*--92 Canceling Payables Through TAP Application (Continued)

B How to Cancel Payables (Continued)

Step	Action		Result
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very important that this question be answered accurately.		
	IF CCC-184 is...	THEN, on Screen ANK52010...	
	available and has not been cashed by the producer	ENTER "Y" to the question, "Is the check to be canceled available?" PRESS "Enter".	Screen: <ul style="list-style-type: none"> • ANK53005 displays if all payables associated with the payment have been canceled • BK52060 displays if 1 or more, but not all, payables associated with a combined CCC-184 were canceled. A replacement CCC-184 will be printed for the payables that were not canceled. Follow 6-FI to complete the cancellation process.
	not available	<ul style="list-style-type: none"> • ENTER "N" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.

--*

***--92 Canceling Payables Through TAP Application (Continued)**

C Using Screen MZAKPA02

Screen MZAKPA02 was developed to restrict the number of payables for selection and reduce the number of erroneously canceled payables.

The following fields are displayed on Screen MZAKPA02.

Field	Description
Enter Producer's ID Number and Type	Enter the producer's tax ID number and type.
Last 4 Digits of Producer ID Number	Enter the last 4 digits of the producer's ID.

D Example of Screen MZAKPA02

This is an example of Screen MZAKPA02.

MZAKPA	Hartley	Selection	MZAKPA02
TAP Cancel Screen	Version: 0000	00-00-0000	00:00 Term 00
<p style="text-align: center;">Enter Producer ID Number Type: ..</p>			
<p style="text-align: center;">OR Producer Last Four Digits of ID:</p>			
<p style="text-align: center;">OR Producer Last Name (Enter Partial Name to Do An Inquiry)</p>			
<p style="text-align: center;">AND Transaction Number</p>			
Cmd3=Previous Menu			Enter=Continue

--*

***--92 Canceling Payables Through TAP Application (Continued)**

E Using Screen MZAKPS01

Screen MZAKPS01 is the payable selection screen that allows the user to select the payable or payables to be canceled. Active payables in the payment history file that match the criteria entered on Screen MZAKPA02 will be displayed.

The following payable information displays on Screen MZAKPS01:

- producer’s name
- producer’s ID
- transaction number
- payment issue date
- application number
- net payment amount.

The following fields require an entry on Screen MZAKPS01.

Field	Description	Entry
SEL	Allows the user to select each payable to be canceled.	ENTER “X” next to the each payable to be canceled.
Has the payment(s) been mailed or transmitted to the producer?		Enter either of the following: <ul style="list-style-type: none"> • “Y”, which indicates that the payment has been issued to the producer <p>Note: An informational message will be displayed indicating that receivables may be created if the user presses “Enter” to continue. This is the last opportunity to exit without canceling.</p> <ul style="list-style-type: none"> • “N”, which indicates that the original payment is available in the County Office or that EFT has not been queued or transmitted. <p>Note: Answering this question will not affect whether receivables are created when the cancellation is complete.</p>

--*

*--92 Canceling Payables Through TAP Application (Continued)

E Using Screen MZAKPS01 (Continued)

This is an example of Screen MZAKPS01.

MZAKPS	Hartley	Select	MZAKPS01
TAP Cancel Screen	Version: 0000	00-00-0000	00:00 Term:00
SELECT PAYABLE FOR CANCELLATION			
Enter 'X' in the SEL column to select a payable for cancellation			
Producer Name:			
Producer ID/Type: 000000000 S		Transaction Number: #123456789	
SEL	Issue Date	Application No.	Net Payment
..	00-00-0000	0000000	0000.00
Has the payment been mailed or transmitted to the producer ? . .			
Cmd5=Update		Cmd7=End	

This table describes the:

- error messages that are displayed on Screen MZAKPS01
- corrective action that shall be taken.

Message	Reason for Message	Action
“Invalid Code, must be ‘X’ or blank. Please reenter.”	An invalid entry was entered for 1 of the payables.	To reselect, ENTER “X” next to the correct payable.
“No payments selected for processing.”	Screen MZAKPC01 will be displayed if the user pressed “Enter” without selecting a payable for cancellation.	
“Must Enter ‘Y’ or ‘N’. Please reenter.”	The question, “Has the payment(s) been mailed or transmitted to the producer?”, was not answered.	To answer the question, ENTER “Y” or “N”.

--*

*--92 Canceling Payables Through TAP Application (Continued)

E Using Screen MZAKPS01 (Continued)

Message	Reason for Message	Action
"If Selection is correct, PRESS "Enter" to verify."	At least 1 payable has been selected for cancellation and required field entries have been entered.	Do either of the following: <ul style="list-style-type: none"> • if the selected payables are correct, PRESS "Enter" again to complete the cancellation • if the selected payables are not correct, PRESS "Cmd7" to end processing and initiate the cancellation from Menu MZAKP1. <p>Warning: After "Enter" is pressed, users will not have another opportunity to end processing without canceling the payable.</p>

--*

93-100 (Reserved)

--Part 8 Reissuing TAP Payments*101 Overview****A Introduction**

Paragraph 102 specifies that County Offices shall use the Accounting cancel/issue substitute option according to 1-FI to reissue CCC-184's that:

- are reported as lost, stolen, or destroyed
- have expired.

In these cases:

- a new CCC-184 needs to be reissued because the original CCC-184 cannot or has not been negotiated
- the data on the TAP payment history file is correct and does not need to be canceled.

However, situations continue to arise where payments are canceled through the TAP payment cancellation process instead of issuing a substitute CCC-184 through the Accounting software as specified in:

- paragraph 102 for policy to handle lost, stolen, or destroyed CCC-184's
- paragraph 103 for procedure to issue a substitute CCC-184 for an expired CCC-184.--*

--101 Overview (Continued)*B Options to Reissue TAP Payments**

This is to advise County Offices of when CCC-184's should be:

- reissued through the Accounting software
- canceled through the TAP payment process.

Because of the potential for errors of canceling CCC-184's for lost, stolen, destroyed, or expired CCC-184's from the TAP application, the following options are available on Menu MZAKP1 to assist users to the correct process:

- option 3, "Reissue Lost, Stolen, or Destroyed Checks"
- option 4, "Reissue Expired Check".

When County Offices access these options, the accounting process to cancel CCC-184 and issue a substitute payment is accessed. Completing this process will result in the following:

- the original CCC-184 will be canceled
- a substitute CCC-184 will be issued
- the payable status on the TAP payment history file will not be affected.

Note: The options cannot be used if a substitute CCC-184 has already been issued. See 1-FI, Part 5.--*

--102 Reissuing Lost, Stolen, or Destroyed CCC-184's*A Prerequisites**

For CCC-184's that are reported as lost, stolen, or destroyed, a substitute CCC-184 cannot be issued to the producer until the County Office:

- receives verification from KC-ADC that CCC-184 has not been cashed
- obtains a statement from the payee certifying CCC-184 was not received.

Note: See 1-FI, Part 7 for policy provisions and additional requirements for handling lost, stolen, or destroyed CCC-184's.

B Payments That Cannot Be Reissued Through Option 3

TAP payments cannot be reissued using option 3 on Menu MZAKP1 if any of the following apply:

- CCC-184 has been cashed by the producer

Note: In this case, the producer is either in an overpayment or underpayment situation. If the producer is overpaid, County Offices shall process the overpayment when overpayment software becomes available

- the payment was disbursed by EFT
- if any of the payable data, except the payee's name, is incorrect **and** the producer has not cashed CCC-184.--*

***--102 Reissuing Lost, Stolen, or Destroyed CCC-184's (Continued)**

C Reissuing Lost, Stolen, or Destroyed CCC-184's

Upon notification from KC-ADC that the lost, stolen, or destroyed CCC-184 has not been paid, and after the payee states that CCC-184 was never received, County Offices shall:

- ensure that all the provisions of 1-FI, Part 7 have been met before issuing a substitute CCC-184
- follow the provisions of this table to issue a substitute CCC-184.

Note: The lost, stolen, or destroyed flag must be removed before the substitute CCC-184 can be issued. See 1-FI, subparagraph 295 A.

Step	Action	Result
1	<ul style="list-style-type: none"> • Access Menu MZAKP1 according to subparagraph 82 B. • ENTER “3”, “Reissue Lost, Stolen, or Destroyed Check”. 	Screen ANK12210 will be displayed.
2	<p>Note: Screen ANK12210 allows the user to specify the check number of CCC-184 that needs to be canceled.</p> <ul style="list-style-type: none"> • Enter CCC-184 that has been lost, stolen, or destroyed in the “Cancellation Check Number” field. • PRESS “Enter”. 	Screen ANK12221 will be displayed.
3	Follow 1-FI, paragraph 252 to complete the CCC-184 substitute payment process.	<p>Menu ANK040 will be displayed.</p> <p>Note: Even though the process was started in the TAP application, the process will end in the Accounting application.</p>

--*

***--102 Reissuing Lost, Stolen, or Destroyed CCC-184's (Continued)**

D Other Payments That Can Be Issued Through Option 3

Option 3, "Reissue Lost, Stolen, or Destroyed Checks", on Menu MZAKP1 can also be used in situations where the payee's name on CCC-184 is incorrect or needs to be changed. Following are examples.

Note: This option can only be used if CCC-184 has not been cashed.

Example	Situation	How to Reissue the Payment
1	<p>CCC-184 is issued payable to CCC because the producer had an outstanding receivable.</p> <p>After CCC-184 is processed, it is determined that the producer has repaid the receivable, so the payment should be issued to the producer.</p>	<p>In this case, everything is correct on the accounting and TAP payment history files, except the name of the payee on CCC-184.</p> <p>Because all of the payable data is correct, a substitute CCC-184 can be issued with the producer as the payee.</p>
2	<p>Producer A is on CCC-434 and CCC-184 is issued to the producer.</p> <p>The producer's spouse brings CCC-184 back to the County Office and informs them that Producer A is deceased. FSA-325 is filed so the payment can be issued to Producer A's spouse.</p>	<p>Again in this case, everything is correct on the accounting and TAP payment history files, except the name of the payee on CCC-184.</p> <p>Because all of the payable data is correct, a substitute CCC-184 can be issued with the producer as the payee.</p>

--*

***--103 Reissuing Expired CCC-184's**

A Prerequisites

1-FI, paragraph 304 includes:

- the definition of an expired CCC-184
- policy for handling expired CCC-184's.

B Payments That Cannot Be Reissued Through Option 4

TAP payments cannot be reissued using option 4 on Menu MZAKP1 if any of the following apply:

- CCC-184 has been cashed by the producer

Note: In this case, the producer is either in an overpayment or underpayment situation. If the producer is:

- overpaid, County Offices shall process the overpayment when overpayment software becomes available
 - underpaid, County Offices shall correct application on the web and rerun the batch payment to issue the additional payment.
- the payment was disbursed by EFT
 - if any of the payable data, except the payee's name, is incorrect **and** the producer has not cashed CCC-184.--*

***--103 Reissuing Expired CCC-184's (Continued)**

C How to Reissue Expired CCC-184's

Upon presentation of an expired CCC-184, County Offices shall:

- ensure that the provisions of 1-FI, paragraph 304 have been met before issuing a substitute CCC-184
- follow the provisions of this table to issue a substitute CCC-184.

Note: County Offices shall not use this procedure to issue another substitute CCC-184 if a substitute CCC-184 has already been issued for the original expired CCC-184. See 1-FI, subparagraph 304 D.

Step	Action	Result
1	<ul style="list-style-type: none"> • Access Menu MZAKP1 according to subparagraph 82 B. • ENTER "4", "Reissue Expired Check". 	Screen ANK12210 will be displayed.
2	<p>Note: Screen ANK12210 allows the user to specify the check number of CCC-184 that needs to be canceled.</p> <ul style="list-style-type: none"> • Enter CCC-184 that has expired in the "Cancellation Check Number" field • PRESS "Enter". 	Screen ANK12221 will be displayed.
3	Follow 1-FI, paragraph 252 to complete the CCC-184 substitute payment process.	<p>Menu ANK040 will be displayed.</p> <p>Note: Even though the process was started in the TAP application, the process will end in the Accounting application.</p>

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104-110 (Reserved)

--Part 9 E-Funds*111 Overview****A Background**

The funding for TAP payments are apportioned. As such, TAP payments are now subject to E-FC. The need for improved funds control necessitated implementing the automated E-FC process. This process will provide real-time funds control for TAP payments.

Software has been developed to:

- control the funding allotments attributed at the county level for each program
- monitor program spending and halt program disbursements when the funding allocation is insufficient or has been exhausted.

B Disbursement of TAP Funds

Disbursement of TAP funds will be controlled at the national level. After the initial disbursement, any additional funding can be obtained by contacting either of the following National Office contacts:

- Eloise Taylor at Eloise_Taylor@wdc.usda.gov
- Helen Mathew at Helen_Mathew@wdc.usda.gov.

State Office specialists are reminded to include the amount of additional funds being requested.

C TAP Payment Processing

Payment processing will function in the normal manner up to the point of sorting the payables into the applicable payment batches. When funds have been exhausted, or an inadequate funding level exists to process an entire payment batch, that payment batch, and all subsequent batches, will be aborted. The Payment Informational Screen will be displayed which notifies the user that:

- the funding allocation for the County Office is not adequate
- an accounting Funds Control Exception Report will print on the system printer.

If the accumulated net payment amount for all pending payments does not exceed the funding allotment for the County Office, the payables will be sorted into the applicable payment batches and processed in the normal manner.--*

***--111 Overview (Continued)**

D Payment Informational Screen

The Payment Informational Screen will display during TAP payment processing if the E-FC process determines either of the following:

- funds have been exhausted
- inadequate funds are available to process the entire batch.--*

112-120 (Reserved)

***--Part 10 Payment Registers**

121 Nonpayment Register

A Exception Messages

This paragraph contains explanations of the exception messages that print on the Nonpayment Register. Use the following table to find the message and the corresponding page number where it can be found.

Message	Page
"Contract Not Approved for Payment."	10-3
"Producer ID not on Entity File."	
"Producer is a Federal Entity."	
"Producer has a Temporary ID Number."	
"Invalid Entity Type or Producer ID Type."	
"Producer Has Reached Payment Limitation."	
"Payment Calculated to Less Than \$1.00."	10-4
"Prior Payment Exceeds Current Payment."	
"Payment Limitation Has Been Exceeded."	
"Producer is a Member of 99-9999999."	
"No Members for Joint Operation."	

--*

***--121 Nonpayment Register (Continued)**

A Exception Messages (Continued)

Message	Page
“CCC-434 Has Been Cancelled.”	10-4
“CCC-434 Has HELC/WC Violation.”	
“CCC-434 Has Noxious Weed Violation.”	

B Nonpayment Register

The Nonpayment Register shows all payments that the system is unable to calculate a payment for at this time and gives an exception message explaining why. A negative register will not print. County Offices shall:

- review the register
- take corrective action, if necessary.

Reminder: If a payment is reduced because of payment limitation, the reduction will be printed on the pending payment register. However, if the entire payment is not issued because of payment limitation, that payment will be listed on the nonpayment register.--*

***--121 Nonpayment Register (Continued)**

C Messages

Resolve exception messages printed on the Nonpayment Register according to this table.

Message	Reason for Message	County Office Action
“CCC-434 is not approved. Payments can not be processed.”	CCC-434 does not have an approval date entered in the system.	Do one of the following: <ul style="list-style-type: none"> • if CCC-434 was approved, enter the approval date in the system • if CCC-434 has not been approved, do nothing.
“Producer is a Federal Entity.”	Entity type in the name and address file is “08”.	Do not issue payment to a Federal entity.
“Producer has temporary ID Number.”	Producer is not using a SSN or Tax ID number.	Contact the producer for a valid ID number.
“Invalid Entity Type or Producer ID Type - Entity Type - XX - Producer ID Type - XX.”	The entity type and producer ID type are not eligible for payment.	Correct the entity type, producer ID type, or both if they are not loaded correctly in the name and address file.
“Producer has reached Payment Limitation.”	Producer has reached the effective payment limitation.	No action is necessary. The producer cannot receive any additional payments.

--*

*--121 Nonpayment Register (Continued)

C Messages (Continued)

Message	Reason for Message	County Office Action
“Payment Calculated to Less Than \$1.00.”	Result of calculated payment is less than \$1.	No action is necessary.
“Prior Payment Exceeds Current Payment.”	Payments issued exceed the total payments the producer may earn.	Determine whether producer is overpaid. If the producer is overpaid, collect the overpayment.
“Payment Limitation has been exceeded.”	Producer has exceeded the effective payment limitation.	Determine whether producer is overpaid. If the producer is overpaid, collect the overpayment.
“Producer is a member of 99-9999999, which is not eligible for payment.	The joint operation is ineligible for payment, therefore the member is also ineligible.	Determine why the joint operation is ineligible. Make any necessary corrections.
“CCC-434 Has Been Cancelled for Application number.”	The application has been cancelled.	No action is necessary.
“CCC-434 Has HELC/WC Violation.”	Application cancelled.	Do either of the following: <ul style="list-style-type: none"> • disregard message if a cancellation was correctly entered for CCC-434 • reinstate CCC-434 if canceled in error.
“CCC-434 Has Noxious Weed Violation.”	Application cancelled.	Do either of the following: <ul style="list-style-type: none"> • disregard message if a cancellation was correctly entered for CCC-434 • reinstate CCC-434 if canceled in error.

--*

--122 Pending Payment Register*A Generating a Pending Payment Register**

The Pending Payment Register lists all producers eligible to be paid. A register is generated for each batch of payables computed. The batches are as follows.

Batch	Description
“B”atch	Regular payments that have no special circumstances. These payments require no user intervention.
“A”ssignment	Payments marked in name and address as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
“O”nline	Payments marked in name and address as having a claim, receivable, other agency claim, or nonresident alien. These records will require user intervention.

Note: This register shows the members’ share of joint operations. This is the only place that this is printed. CCC-184 and the transaction statement do not show the members’ share of the payment.--*

122 Pending Payment Register (Continued)

B Data on Pending Payment Register

The following flags in the name and address file are read to determine the batch where the payment is processed:

- claim indicator
- bankruptcy indicator
- deceased indicator
- missing indicator
- incompetent indicator
- other agency claim indicator
- outstanding receivable indicator
- assigned payment indicator
- joint payee indicator
- nonresident alien indicator
- resident alien indicator.

123-130 (Reserved)

--Part 11 Overpayments*131 Computing Overpayments****A Introduction**

Overpayments shall be calculated at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

County Offices shall continue to compute overpayments at least every 60 calendar days until the program is officially closed out. The program is not officially closed out until the software options are disabled.

B Running Overpayment Process

Overpayments may be calculated at any time by selecting option 1, "Compute Overpayments", on Menu MZAK01. The system will compute overpayments for all producers. Each time the overpayment process is run, the previous overpayment file will be deleted.--*

***--131 Computing Overpayments (Continued)**

C Accessing Overpayment Process

Access the overpayment compute process from Menu FAX250 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MH0000	ENTER "5", "Tree Assistance Program (TAP)".
6	MZAKPO	ENTER "2", "Overpayment Processing".
7	MZAK01	ENTER "1", "Compute Overpayments".

Note: An overpayment report will automatically be sent to the selected printer when overpayments have been computed for the selected farms.

D Messages

This table provides the message that may be displayed while processing overpayments.

Message	Reason for Message	County Office Action
"The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS "Enter" to terminate this request."	Overpayments are being processed on another terminal.	Try to access the overpayment process after the current overpayment job is completed from the other terminal.

--*

***--132 Collecting Overpayments**

A Introduction

This paragraph provides policy for handling TAP overpayments that were issued to producers. County Offices shall take necessary action to collect overpayments.

B Overpayments and Due Dates

This table lists:

- situations that may cause an overpayment
- overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
After contract is cancelled	The payment was computed and issued and then the contract is later cancelled.	Immediately
After producer misrepresentation is determined	Producer receives a payment and COC determines that the producer misrepresented their interest on CCC-434.	Immediately with interest accruing from date of disbursement
Any time	Payment was issued for the wrong producer.	Immediately
Payment limitation exceeded	Determination is made that payments have been issued exceeding the producer's effective payment limitation. The amount in excess of the payment limitation is due and payable.	Immediately
Eligibility status	Producer's eligibility status changes and is no longer eligible to receive payments. All payments issued during FY are due and payable.	Immediately

--*

***--132 Collecting Overpayments (Continued)**

C Overpayments Less Than \$35

For overpayment amounts less than \$35, County Offices shall transfer the overpayment to CRS according to this paragraph. If the receivable amount is:

- less than \$10, follow 67-FI to perform a small balance write off
- \$10 or greater but less than \$35, notify the producer of the debt according to 67-FI. If the debt is not repaid within 60 calendar days, transfer the receivable to the claims system according to 67-FI. Process the claim according to 64-FI.

133 Charging Program Interest

A Introduction

Interest shall be charged on all TAP payments when COC has determined fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer did either of the following:

- fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purpose of CCC-434.

Program interest for ineligible producers shall be charged from the date of disbursement; the system will compute this interest.--*

***--134 Selecting Overpayments**

A Introduction

After computing overpayments and printing the overpayment register, overpayments may be selected and transferred to CRS. Overpayments shall be transferred to CRS in a timely manner. Transferring overpayments to CRS will automatically:

- reduce the producer's debt from the TAP system
- set up a receivable for the producer.

B Time Restrictions

The system will not print the overpayment register or transfer selected overpayments to CRS if the system's initial program load date is 7 calendar days greater than the date the overpayments were computed.

Overpayments must be recomputed before the overpayment register can be reprinted or selected overpayments transferred to CRS.--*

***--134 Selecting Overpayments (Continued)**

C Accessing Screen MZAKOE02

Screen MZAKOE02 displays computed overpayments. Access Screen MZAKOE02 according to this table.

Step	Menu or Screen	Instruction
1	FAX250	ENTER "3", "Application Processing".
2	FAX09002	Select the appropriate county.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "1", "NAP and Disaster".
5	MZAK00	ENTER "1", "TAP Payment Processing"
7	MZAKPO	ENTER "2", "Overpayment Processing".
8	MZAK01	ENTER "3", "Transfer Overpayments to CRS".

D Example of Screen MZAKOE02

This is an example of Screen MZAKOE02.

MZAKOE02	205 - Hartley	Control	MZAAOE02
TAP Overpayments	Version: AE64	02-20-2003 11:50	TERM E0

Enter an 'X' in the SEL column to select producer for overpayment processing			
SEL	Producer name	Producer ID	Farm No. Crop Overpayment Amount
_	ABC FARMS	30 1234567 E	1 CORN \$ 420
_	BESS CANTON	311 60 1741 S	1 WHEAT \$5,502
_	BESS CANTON	311 60 1741 S	1 CORN \$ 90
_	LJK ENTERPRISES	48 3216548 E	1 WHEAT \$8,021
MORE PRODUCERS			
Cmd5=Update	Cmd7=End	Roll=Page	

Note: Data displayed on Screen MZAKOE02 cannot be changed.--*

***--134 Selecting Overpayments (Continued)**

E Displaying Order of Overpayments

Overpayments will be displayed on Screen MZAKOE02 in the following order:

- producer’s last name
- producer’s ID number and type.

F Selecting Overpayments on Screen MZAKOE02

Select overpayments on Screen MZAKOE02 according to this table.

Note: Only select overpayments that should be transferred to receivables. Do not select any overpayment that should not be sent to receivables.

Step	Action
1	ENTER “X” in the “SEL” column for all overpayments to be transferred to CRS.
2	PRESS “Cmd5”.

--*

***--134 Selecting Overpayments (Continued)**

G Fields on Screen MZAKOE02

Following are the column headings and an explanation of what is displayed in each column on Screen MZAKOE02.

Column Heading	Information Displayed
Producer Name	The individual producer or entity name.
Producer ID and Type	The individual producer's or entity's ID number and type.
Overpayment Amount	The overpayment amount for the producer. All overpayments will be displayed on Screen MZAKOE02.

H Commands on Screen MZAKOE02

This table lists the commands that are available on Screen MZAKOE02.

Selection	Action	Result
End the process.	PRESS "Cmd7".	Overpayment Menu MZAKPO will be redisplayed. Information will not be updated.
End the selection process and update the selected records.	PRESS "Cmd5".	Screen MZAKOF01 will be displayed.

I No Overpayments To Be Selected

After selecting option 3, "Transfer Overpayments to CRS" on Menu MZAK01, Screen MZAAOE01 will be displayed if no overpayments have been computed.

```

MZAAOE                205 - Hartley                Control  MZAAOE01
2002 DCP Overpayments          Version: AE64 02-20-2003 11:54 Term E0
-----
                                There are no Overpayments for the Producer(s) requested

CMD7=End
    
```

--*

***--135 Updating Overpayments**

A Introduction

After overpayments have been selected, Screen MZAKOF01 will be displayed for each selected overpayment. County Offices will be allowed to adjust overpayments on Screen MZAKOF01 before transferring the overpayment to CRS.

Important: Adjust the overpayment on Screen MZAKOF01 before transferring to CRS. The amount cannot be adjusted in the receivable process, and the amount of the overpayment sent to CRS will be reduced from the total direct or counter-cyclical payments.

B Example of Screen MZAKOF01

This is an example of Screen MZAKOF01.

MZAKOF01	205 - Hartley	Version: AE64	Selection	MZAAOF01
TAP Overpayments			02-20-2003 11:51	TERM E0

Producer ID/Name	999-99-9999 X ABC Farms			
Member ID/Name	999-99-9999 X J			
Farm No. 9999999	Crop	CORN	Basis Code 19 426	Audit No. 7
Overpayment Amount: \$ 574				
Interest Start Date	01282003	Interest Rate	5.00	
Reason Code	1			
Cmd7=End	Cmd5=Transfer Selected Records			
Cmd2=Skip this Payment	Cmd13=Reason Code Info			

--*

*--135 Updating Overpayments (Continued)

C Fields on Screen MZAKOF01

Following are the fields on Screen MZAKOF01 and an explanation of the information displayed. County Offices may change some of the information displayed.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> • ID number and type • name. 	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> • ID number and type • name. <p>Note: This field will be suppressed if the producer is not a joint operation.</p>	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. The displayed basis code may be changed. See paragraph 137 for applicable basis codes. <p>Note: The basis code can not be changed for members of joint operations. Change the basis code only for the joint operation.</p>
Audit No.		If the basis code is 19-XXX, an audit number must be entered in this field. See subparagraph 137.

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*--135 Updating Overpayments (Continued)

C Fields on Screen MZAKOF01 (Continued)

Field	Information Displayed	What Can Be Changed
Overpayment Amount	The amount of the crop overpayment, if applicable.	The overpayment amount may be reduced or increased. If the amount is changed, a reason code must be entered.
Pay. Limit Amount	The amount of the payment limitation overpayment, if applicable.	The payment limitation amount may be reduced or increased. If the amount is changed, a reason code must be entered.
Total Overpayment Amt	Calculated overpayment total amount. Note: This amount will be recalculated by the system if the crop or payment limitation amount is adjusted.	
Reason Code		An entry will be required in this field if the crop or payment limitation amount is adjusted. See paragraph 136 for applicable reason codes.
Interest Start Date		An entry is required in this field if the basis code is 10-423 or 19-423. The interest start date should be the date of the original TAP disbursement.
Interest Rate		An entry is required in this field if the basis code is 10-423 or 19-423. The interest rate: <ul style="list-style-type: none"> • must be greater than 0 and less than 25.001 • should be the interest rate in effect at the date of the original TAP disbursement. Note: See 50-FI for the applicable loan interest rate.

--*

*--135 Updating Overpayments (Continued)

D Commands on Screen MZAKOF01

This table lists the commands that are available on Screen MZAKOF01.

Action	Result
PRESS "Cmd7"	End the process. No information will be updated. Result: Overpayment Menu MZAK01 will be redisplayed.
PRESS "Cmd5"	End the update process and update the record with any changes.
PRESS "Cmd2"	Skip this overpayment and go to the next overpayment selected on Screen MZAKOE01.
PRESS "Cmd13"	Display the Pop Up Screen for applicable reason codes.
PRESS "Enter"	Update the record with any changes, and continue with the next overpayment. Note: If no more overpayments need to be updated, process overpayments.

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***--136 Reason Codes**

A Using Reason Codes

A County Office shall use 1 of the following reason codes if the County Office increases or decreases the overpayment amount for a crop or payment limitation.

Reason Code	Explanation
1	Eligibility flag is incorrect
2	Payment limitation
3	Finality rule
9	Other

Note: If the overpayment is to be reduced to zero, it should not be selected on Screen MZAKOE01. The system will not update an overpayment reduced to zero. PRESS “Cmd2” to skip this overpayment.--*

***--137 Basis Codes**

A Introduction

The basis code will default to the appropriate code coinciding with the message printed on the overpayment register; however, it may be changed. It is important that the basis code is correct to track all overpayments. The National Office uses the basis code to track FY disbursements and allocations.

B Overpayments Found as Result of Audits

If the overpayment is discovered as the result of an audit, the first 2 digits must be changed to "19". The system will then require that the audit number be entered in the "audit number" field.

C Allowable Basis Codes

County Offices shall use this table to determine allowable basis codes.

IF the overpayment message is...	THEN the system will default the basis code to...
"CCC-434 Has Been Withdrawn"	10-429.
"Payment Limitation Exceeded"	10-426.
"No Eligibility Record on File"	10-427.
"Person Determination Flag in ST XX CNTY XXX is Invalid"	10-427.
"AD-1026 flag in ST XX CNTY XXX is Invalid"	10-427.
"Actively Engaged flag in STXX CNTY XXX is Invalid"	10-427.
"6-CP Flag in ST XX CNTY XXX is Invalid"	10-427.
"Controlled Substance Flag in ST XX CNTY XXX is Invalid"	10-427.
"Multiple Invalid Eligibility Flags"	10-427.

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***--137 Basis Codes (Continued)**

C Allowable Basis Codes (Continued)

IF the overpayment message is...	THEN the system will default the basis code to...
“Producer Has Refused Payment”	10-428.
“CCC-434 Does Not Have an Approval Date”	10-429.
“CCC-434 Has Been Canceled”	10-429.
“Found on Payment History Only”	10-429.
“Producer ID Not on Entity File”	10-429.

Notes: If the overpayment is the result of producer misrepresentation, change the debt basis code to “10-423” so an interest start date can be entered.

If a joint operation does not meet eligibility requirements, all members of the joint operation are not eligible for payment.--*

--138 Transferring Overpayments to Receivables*A Introduction**

After overpayments have been updated, Batch Overpayment Printing Control Screen MZAKPN01 will be displayed. Screen MZAKPN01 will allow overpayments to be transferred to CRS.

B Batches

Overpayments will be divided into the following 2 batches:

- “B”, which will:
 - include all entity types, except 02, 03, 05, and 07
 - transfer overpayments to CRS in batches of 75

- “O”, which will:
 - include entity types 02, 03, 05, and 07
 - transfer overpayments to CRS in batches of 10.

C Suspending Overpayments

All payment batches displayed on Screen MZAKPN01 must be processed. Users will not be allowed to suspend TAP overpayment batches.--*

***--139 Canceling Overpayments**

A Introduction

If it is discovered that an overpayment has been transferred to CRS erroneously, the overpayment may not be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

B Steps to Cancel Overpayment

County Offices shall follow this table to cancel an overpayment.

Step	Menu or Screen	Action
1	MZAKPO	ENTER "2", "Overpayment Processing", and PRESS "Enter".
2	MZAK01	ENTER "4", "Cancel Overpayments", and PRESS "Enter".
3	MZAKPA02	Enter the last name or last 4 positions of the ID number and the transaction number of the producer with the overpayment that needs to be canceled. PRESS "Enter". Note: The transaction number can be found by printing a Payment History Print or on the Accounting Receivable Establishment Verification Report.
4	MZAKOS01	ENTER "X" in the "SEL" column next to the overpayment that needs to be canceled. PRESS "Cmd5".
5	MZAKOS01	If selections are: <ul style="list-style-type: none"> • correct, PRESS "Cmd5" • incorrect, return to step 4.

Note: To redisplay the overpayment after the overpayment is canceled, ENTER "1", "Compute Overpayments", on Menu MZAK01.--*

140-150 (Reserved)

--Part 12 Recovery Process*151 Using the Recovery Process****A Introduction**

If the system is interrupted for any reason while processing TAP payments, the recovery program is executed when processing TAP payments again.

B Recovery Process

When an interruption occurs, the system attempts to automatically recover when either of the follow occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payments before the interruption
- the user selects a payment option on Menu MZAKP1. Depending upon the situation, various messages will be displayed on the screen.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.--*

--151 Using the Recovery Process (Continued)*C If Interruption Detected**

Screen MZAKPSTR will be displayed if an interruption is detected. The message, "An interruption in the payment processing has been detected. PRESS "Enter" to attempt the recovery process. PLEASE DO NOT CANCEL.", will be displayed on the screen. Canceling the process will damage the PPH file.

D Recovery Process Complete

After the recovery process has been completed, Screen MZAKPEND will be displayed. The message, "The recovery process has completed. PRESS "Enter" to continue with the option originally selected.", will be displayed on the screen. The system returns to the process that was originally selected on Menu MZAKP1. The user may now continue with original processing.--*

152 TAP Diagnostic Report

A When Report Will Print

If intervention is required from the National Help Desk, the TAP Diagnostic Report is placed on the spool file. A message is displayed that instructs the user that the TAP recovery program has printed a report. The report is on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

B Contacting National Help Desk

If the TAP Diagnostic Report is received, immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

C State Office Action

The State Office shall immediately contact the National Help Desk. Do **not** attempt to correct the County Office system.

153-164 (Reserved)

--Part 13 2005 Hurricane TAP Provisions*Section 1 Basic 2005 Hurricane TAP Information****165 General Information****A Purpose**

This part provides instructions for administering 2005 Hurricane TAP. 2005 Hurricane TAP is applicable to eligible producers in certain counties of Alabama, Arkansas, Florida, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Texas who experienced certain losses because of Hurricane Katrina, Ophelia, Rita, or Wilma.

2005 Hurricane TAP provides assistance to eligible producers who suffered tree losses as a result of the eligible hurricane in counties that received a Presidential disaster declaration or Secretarial disaster designation as a primary or contiguous county because of Hurricane Katrina, Ophelia, Rita, or Wilma.

Note: Losses as a result of Hurricane Dennis are **not** eligible under 2005 Hurricane TAP.

B Definition of Tree

For purposes of 2005 Hurricane TAP, tree means a tree (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines.

C Source of Authority

Section 3021 of the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006 (Pub. L. 109-234) authorizes the Secretary to use CCC funds to provide assistance under TAP established under Sections 10201 through 10203 of the Farm Security and Rural Investment Act of 2002 to:

- producers who suffered tree losses in hurricane-affected counties
- fruit and nut tree producers in hurricane-affected counties for site preparation, replacement, rehabilitation, and pruning.

The regulations for 2005 Hurricane TAP are provided in 7 CFR Part 1416.

D Public Information

Follow instructions in 2-INFO for providing information about 2005 Hurricane TAP. Because some producers may still be displaced, 2005 Hurricane TAP shall be publicized in **all** counties in the applicable States.--*

165 General Information (Continued)

E Modifying Provisions

Provisions in this handbook shall **not** be revised without prior approval from the National Office.

Important: Revisions include adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

A separate State or county handbook shall **not** be created.

F Forms

Forms, worksheets, applications, and other documents other than those provided in this handbook or used by the National Office shall **not** be used for 2005 Hurricane TAP.

Any document that collects information from a producer, regardless of whether the producer's signature is required, requires clearance of these documents by the following offices:

- National Office program area
- DAM, MSD, Forms, Graphics, and Records Section.

Forms, worksheets, and documents developed by State or County Offices must be submitted to the National Office for review and clearance.

G Signup Period

--The signup period for 2005 Hurricane TAP is January 31, 2007, through March 30, 2007.--
Producers must file CCC-896 to request benefits by the signup deadline. Producers will be allowed 2 additional weeks after the end of signup to provide supporting documentation, such as CCC-502, AD-1026, etc.

Producers must certify and provide adequate proof that the losses were a direct result of the eligible hurricanes.

Notes: Producers must be in SCIMS with a legacy link to the county accepting CCC-896 to apply and receive benefits under 2005 Hurricane TAP.

Producers must be active on a 2005/2006 farm in the county accepting CCC-896 to apply and receive benefits under 2005 Hurricane TAP.

If a producer is not in SCIMS with a legacy link to the county accepting CCC-896, do the following:

- add the producer to SCIMS
- create the legacy link according to 1-CM.

--165 General Information (Continued)*H Eligible Counties**

2005 Hurricane TAP is available to producers in counties within Alabama, Arkansas, Florida, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Texas that received a Presidential disaster declaration or Secretarial disaster designation as a primary or contiguous county because of Hurricane Katrina, Ophelia, Rita, or Wilma.

See Exhibit 10 for a list of approved Presidential-declared and Secretarial-designated eligible disaster counties.

Note: Losses must have been physically located within 1 of the approved Presidential-declared or Secretarial-designated primary or contiguous counties to be eligible.

I Disaster Period

The disaster period is a 60-calendar-day time period in which losses occurred that are considered eligible for 2005 Hurricane TAP. The beginning date is the incident period date on the Presidential declaration or Secretarial designation.

Note: See Exhibit 10 for a list of eligible counties and disaster periods.

J FSA-578's

FSA-578 is required for program participation. Each program application requires the producer to identify the location of the stand acreage. Therefore, FSA-578 must be filed before the application can be approved by COC, but no later than the last day of the announced program sign-up period. The late filing fee is waived for disaster program participants.

If a crop is planted using a spacing that is greater than the established or normal spacing for the trees, shrubs, or vines, the acreage shall be adjusted downward to equal the acreage that the crop would have covered if the established or normal spacing would have been used.

Example: If 120 trees are normally planted on 1 acre and the stand only consists of 60 trees planted, the acreage shall be reported as .5 acres. Attach an aerial photocopy to FSA-578 designating the area included on the disaster application.--*

--166 Eligibility Provisions*A Eligibility for Reimbursement for 2005 Hurricane TAP**

Reimbursement is authorized for producers who complete replanting, rehabilitation, and site preparation practices for eligible trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), or vines lost by a natural disaster.

B Eligible Causes of Loss

Eligible causes of loss are those directly related to the hurricanes listed in subparagraph 165 A, and will include the following:

- excessive moisture, precipitation, and/or rain
- flood
- excessive wind
- cyclone
- tornado
- hurricane or tropical depression
- storm surge
- salinity because of salt water intrusion.

C Ineligible Losses

2005 Hurricane TAP shall **not** include losses:

- from lack of irrigation systems or other conditions not included in the definition of “natural disaster”
- that could have been prevented through readily available horticultural measures
- of trees, bushes, or vines that would have normally been replanted within the 12-month period following the loss, in the absence of the natural disaster
- of trees that were not planted for commercial purposes
- of trees covered by a current CRP-1
- of timber.--*

--166 Eligibility Provisions (Continued)*D Determining Losses Without Physical Evidence**

If physical evidence of the lost trees, bushes, or vines no longer exists, the owner must provide acceptable evidence for COC to determine that the eligible trees, bushes, or vines existed and were lost because of the approved disaster condition. Acceptable evidence may include the following:

- receipts for the original purchase of the eligible trees, bushes, or vines for which assistance is requested
- documentation of labor and equipment used to plant or remove the eligible trees, bushes, or vines that were lost
- chemical, fertilizer, or other related receipts to substantiate the existence of the eligible trees, bushes, or vines
- documented flash reports.

Note: County Offices shall conduct a field visit and record all losses on CCC-896 when physical evidence is available. Only the trees, bushes, or vines lost are eligible for replacement reimbursement.

167 Owner Eligibility for 2005 Hurricane TAP**A Land Ownership**

Eligible owners are not required to own the land on which eligible trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines are planted.

B Eligible Stands

Eligible stands must:

- be physically located in an eligible disaster county
- have been impacted by an eligible cause of loss according to subparagraph 166 B during an eligible disaster period listed in Exhibit 10
- be grown for commercial use
- suffer qualifying tree, bush, or vine losses of 15 percent or greater for the individual stand.--*

--167 Owner Eligibility for 2005 Hurricane TAP (Continued)*C Individual Stand Eligibility**

Individual trees, bushes, or vines **not** in the same field or similar area may be considered to be separate individual stands if COC determines that there are significantly differing levels of loss susceptibility.

Differences in loss susceptibility may be because of factors that are **not** natural disasters, such as:

- species
- age of the tree, bush, or vine
- natural site conditions
- other natural causes as determined by STC.

D Eligible Owner

To qualify for payments, eligible owners must meet the following criteria:

- have owned the eligible trees, bushes, or vines when the natural disaster occurred
- own the trees, bushes, or vines at the time the practices are completed
- be in compliance with HELC and WC provisions according to 6-CP
- suffer eligible tree, bush, or vine damage from a natural disaster
- replace eligible trees, bushes, or vines within 12 months from the date CCC-896 is approved.--*

--168 Deceased Producers, Dissolved Entities, and Closed Estates*A Deceased Producers and Dissolved Entities**

Authority to sign contracts, applications, and other documents on behalf of deceased producers may vary according to State law. If an eligible producer is now deceased or a dissolved entity, then an authorized representative of the deceased producer or dissolved entity may sign CCC-896, if the authorized representative has authority to enter into a contract for the deceased producer or dissolved entity.

Important: Proof of authority to sign for the eligible deceased producer or dissolved entity must be on file in the County Office before the representative is allowed to sign CCC-896 for the producer. Proof of authority includes any of the following:

- court order
- letter from Secretary of State
- document approved by the OGC Regional Attorney.

FSA-325 is:

- only used in situations where a program application was filed by an individual who subsequently died, is declared incompetent, or is missing before the payment is issued
- **not** applicable for determining who may file a program application for a deceased, incompetent, or missing individual.

State Offices shall consult with the OGC Regional Attorney on the following types of cases:

- documentation submitted does **not** clearly establish authority to enter into a contract or application on behalf of the deceased individual, closed estate, or dissolved entity
- application from and request for issuing payments to heirs of a deceased individual without documentation provided that establishes authority to enter into a contract or application on behalf of the deceased individual.--*

***--168 Deceased Producers, Dissolved Entities, and Closed Estates (Continued)**

B Issuing Payments According to Deceased Individuals, Closed Estates, and Dissolved Entities

2005 Hurricane TAP payments for CCC-896’s involving deceased individuals, closed estates, or dissolved entities shall be made according to the following table if all other eligibility requirements are met.

IF the applicant is...	AND CCC-896 is signed by an authorized representative of the...	THEN payments shall be issued...
an individual who died before CCC-896 was filed	deceased according to subparagraph A	to any of the following, as applicable, using the ID number of the applicant: <ul style="list-style-type: none"> • deceased individual • individual’s estate • name of the heirs, based on OGC determination, according to 1-CM, Part 26.
an estate that closed before CCC-896 was filed	estate according to subparagraph A	
an entity that dissolved before CCC-896 was filed	dissolved entity according to subparagraph A	using the ID number of the applicant.
an individual who dies, is declared incompetent, or is missing after filing CCC-896		to eligible payees executing FSA-325 according to 1-CM, paragraph 779.

Notes: FSA-325 is only used when a program application was filed by an individual who:

- subsequently died
- is declared incompetent
- is missing before payments are issued.

Heirs **cannot** succeed to a loss or file their own CCC-896.--*

169 (Reserved)

--170 Payment Provisions*A Availability of Funds**

Pub. L. 109-234 authorizes the Secretary to use an unlimited amount of CCC funds to provide assistance under 2005 Hurricane TAP. As a result, no payment factors will apply.

B Payment Limitation and AGI Rules

Payment limitation and AGI rules do **not** apply to 2005 Hurricane TAP.

C Acreage Limitation

There is no acreage limitation under 2005 Hurricane TAP.

D Payment Reductions

Pub. L. 109-234 provides that no producer shall receive duplication benefits under 2005 Hurricane TAP and any other Federal program for the same loss. This includes, but is not limited to, the following:

- emergency conservation payments
- crop insurance payments
- 2005 Hurricane Disaster Program payments, which includes the Citrus Program, Nursery Program, or Tropical Fruit Program
- Tree Indemnity Program payments.

E Conservation Compliance Provisions

Program participants are subject to conservation compliance provisions in 6-CP. A signed AD-1026 must be on file covering the 2005 program year for 2005 Hurricane TAP before issuing payments. It is **not** necessary to complete a new AD-1026 if there have been no changes to the farming operation since completing a previous AD-1026 by the participant.

If a new AD-1026 is required to be filed, payments may be issued to eligible producers upon signing AD-1026, item 12. It is **not** necessary to delay issuing payments pending NRCS HEL or wetland determinations. The continuous certification statement on AD-1026 requires producers to refund program payments if an NRCS determination results in the discovery of a HELC/WC violation.--*

--170 Payment Provisions (Continued)*F Assignments and Offsets**

For 2005 Hurricane TAP, County Offices shall:

- accept assignments according to 63-FI
- apply offsets according to 58-FI.

G Other Criteria

The following are other program and administrative provisions that are applicable to 2005 Hurricane TAP:

- controlled substance provisions
- fraud/FCIC
- equitable relief provisions.

County Offices shall record determinations for the applicable criteria in the 2005 eligibility file according to 3-PL.

171 Handling Nonappealable Issues**A Nonappealable Determinations**

Eligibility criteria, signature requirements, and payment calculations are considered issues not appealable under 1-APP, subparagraph 1 D. In addition, cases that do not have any disputes of fact are not appealable.

B Producer Rights on Appealable Determinations

Participants have the right to appeal when there is a question of fact or when there is some dispute as to the correct application of a rule, regulation, or generally applicable provision. Follow 1-APP for appealable determinations.

C Letters to Producers on Nonappealable Determinations

Letters notifying participants that a decision is not appealable must clearly explain to the participant the reasons that the decision is not appealable. Avoid using general and vague statements that do not sufficiently demonstrate the reasons that the decision is not appealable. Participants may request that SED or NAD Director review the FSA determination that an adverse decision is not appealable.--*

***--171 Handling Nonappealable Issues (Continued)**

D Required Language for Letters to Producers on Nonappealable Determinations

After fully explaining the adverse decision and the reason why the facts in the case are **not** in dispute, include the following in the adverse decision.

IF...	THEN include the following...
COC or STC made the determination	“(Insert, as applicable, “The COC has” or “The STC has”) determined that the issue is not appealable. You may seek a review of this determination by filing with either the FSA State Executive Director or the NAD Director a written request no later than 30 calendar days after the date you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780 or the NAD appeal procedures found at 7 CFR Part 11. If you believe that this issue is appealable, you must write to either the FSA State Executive Director or the NAD Director at the applicable address shown and explain why you believe this determination is appealable. If you choose to seek an appealability review of this determination with the FSA State Executive Director, you need not send the NAD Director any information. If you seek an appealability review with the NAD Director, provide FSA a copy of your request. In the event you request an appealability review by the State Executive Director and the State Executive Director determines that the issue is not appealable, you will be afforded the rights to request an appealability review by the NAD Director. (Insert SED and NAD address.)”
a COC employee made the determination	“I have determined that the issue is not appealable. You may seek a review of this determination by filing with the FSA State Executive Director a written request no later than 30 calendar days after the date you receive this notice in accordance with the FSA appeal procedure found at 7 CFR Part 780. If you believe that this issue is appealable, you must write to the FSA State Executive Director at the address shown and explain why you believe this determination is appealable. In the event that the FSA State Executive Director determines that the issue is not appealable, you will be afforded the right to request an appealability review by the NAD Director. (Insert SED address.)”

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***--172 Responsibilities**

A STC Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 1416, STC's shall:

- direct the administration of 2005 Hurricane TAP
- ensure that State and County Offices follow 2005 Hurricane TAP provisions
- thoroughly document all actions taken in the STC meeting minutes
- handle appeals according to 1-APP and paragraph 171
- review all 2005 Hurricane TAP CCC-896's executed by State Office employees, COC members, CED's, County Office employees, and their spouses
- require reviews to be conducted by DD to ensure that 2005 Hurricane TAP is being implemented according to 2005 Hurricane TAP provisions.

Note: STC may establish additional reviews to ensure that 2005 Hurricane TAP is administered according to these provisions.--*

--172 Responsibilities (Continued)*B SED Responsibilities**

Within the authorities and limitations in this part and 7 CFR Part 1416, SED's shall:

- ensure that County Offices follow 2005 Hurricane TAP provisions
- handle appeals according to 1-APP and paragraph 171
- ensure that DD conducts reviews according to subparagraph C

Note: SED may establish additional reviews to ensure that 2005 Hurricane TAP is administered according to these provisions.

- ensure that **all** County Offices publicize 2005 Hurricane TAP provisions according to subparagraph D

Important: Because some producers may still be displaced, all County Offices in the State must publicize 2005 Hurricane TAP provisions.

- immediately notify the National Office of software problems, incomplete or incorrect procedures, and specific problems or findings.

The SED equitable relief authority in 7-CP is applicable to 2005 Hurricane TAP.

C DD Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 1416, DD's shall:

- ensure that COC's and CED's follow 2005 Hurricane TAP provisions
- conduct reviews according to subparagraph A and any additional reviews established by STC and SED
- provide SED with a report of all reviews according to subparagraph B
- ensure that County Offices publicize 2005 Hurricane TAP provisions according to subparagraph D.--*

--172 Responsibilities (Continued)*D COC Responsibilities**

Within the authorities and limitations in this part and 7 CFR Part 1416, COC's shall:

- follow all 2005 Hurricane TAP provisions
- ensure that CED fully complies with all 2005 Hurricane TAP provisions
- handle appeals according to 1-APP and paragraph 171
- thoroughly document all actions taken in the COC meeting minutes

Important: All the following must be thoroughly documented for all program determinations made by COC:

- all factors reviewed or considered
 - all documentation reviewed
 - references to applicable handbooks, notices, and regulations
 - all sources of information obtained for review or consideration.
- ensure that producers receive complete and accurate program information

Note: Program information may be provided through the following:

- program leaflets, newsletters, and print media
 - meetings
 - radio, television, and video
 - County Office visit.
- ensure that 2005 Hurricane TAP general provisions and other important items are publicized as soon as possible after information is received from the National Office, including, but not limited to, the following:
 - signup period
 - basic participant eligibility criteria
 - general data required to complete CCC-896.--*

--172 Responsibilities (Continued)*E CED Responsibilities**

Within the authorities and limitations in this part and 7 CFR Part 1416, CED's shall:

- follow all 2005 Hurricane TAP provisions
 - ensure that the County Office follows all 2005 Hurricane TAP provisions
- Note:** CED may delegate approval authority to Program Technicians for approval on routine cases, but Program Technicians shall not disapprove CCC-896's.
- handle appeals according to 1-APP and paragraph 171
 - ensure that modifications to data provided by the applicant are **not** made unless the applicant initials and dates the modification
 - ensure that a second party review has been conducted before approval or disapproval of CCC-896
 - ensure that producers receive complete and accurate program information
 - immediately notify SED, through DD, of software problems and incomplete or incorrect procedures
 - ensure that general provisions and other important items are publicized according to subparagraph D.

F Program Technician Responsibilities

Within the authorities and limitations in this part and 7 CFR Part 1416, Program Technicians shall:

- follow all 2005 Hurricane TAP provisions
- immediately notify CED of software problems and incomplete or incorrect procedures
- ensure that producers receive complete and accurate program information.--*

*--173 2005 Hurricane TAP Payment Rates

A Maximum Payment Rates

DAFP established the rates in the following table as the maximum rates payable by practice to eligible owners.

Practice Code	Practice	Maximum Rates
01	Fruit and nut tree replacement per tree	\$8
02	Fruit and nut tree rehabilitation per tree	\$15
03	Grape, kiwi, and passion fruit replacement per vine	\$4
04	Grape, kiwi, and passion fruit rehabilitation per vine	\$3
05	Maple tree for syrup replacement per tree	\$8
06	Maple tree for syrup rehabilitation per tree	\$15
07	Nursery tree replacement per tree	\$5
08	Nursery tree rehabilitation per tree	\$3
09	TAP pecans rehabilitation, including pruning, site preparation, and debris removal	\$40
10	Planting cost per eligible plant (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines	\$2
11	Pruning cost per eligible tree Notes: Applies to rehabilitation only. Does not apply to TAP pecans.	\$7
12	Rehabilitation cost per eligible plant (including Christmas trees and ornamental trees) and bushes (including shrubs) Note: Research indicates that potted trees are not ordinarily rehabilitated, but are replaced.	\$4
13	Replacement cost per eligible plant (including Christmas trees, ornamental trees, and potted trees) and bushes (including shrubs)	\$2
14	Site preparation per acre (including clean-up, tree and debris removal, and tillage) Note: Is not applicable to pecans. Site preparation is included in TAP pecan rehabilitation.	\$500

STC may establish rates lower than the rates established by DAFP in this subparagraph. The rates established by STC shall **not** exceed the maximum rates established by DAFP.--*

--173 2005 Hurricane TAP Payment Rates (Continued)*B Normal Mortality Rate**

Unlike prior TAP, normal mortality will not apply to 2005 Hurricane TAP since the eligible loss period is limited to a 60-calendar-day time period from the date of the hurricane. If an event, such as suffering loss because of salt water intrusion, is not evident within 60 calendar days following an eligible hurricane, the producer may request an exception through the applicable COC when a certification is provided by a State forester or CSREES that the destruction was the result of a hurricane.

174 2005 Hurricane TAP Practice Completion and Expiration**A Practice Completion**

Eligible owners are required to replant or rehabilitate only the qualifying eligible trees, bushes, or vines, or that portion for which they seek payment. All practices must be completed before payments can be issued.

B Practice Expiration

Eligible owners must complete approved replacement or rehabilitation practices within 12 months from the date CCC-896 is approved for payment.

Note: If an extension is needed, the State Office shall submit the request to DAFP along with supporting documentation, such as CCC-896, COC minutes, weather data, a statement from the State forester, etc., indicating reasons why the practices could not be completed within the allotted time.

C Replanting Different Eligible Trees, Bushes, or Vines

When eligible trees, bushes, or vines are replanted:

- the eligible tree types, bushes, or vines planted may be different than those lost as long as the new eligible trees, bushes, or vines have the same general end use, as determined by COC

Note: Payments for eligible owners who replant these different eligible trees, bushes, or vines shall not exceed the established maximum payment rates to re-establish the eligible trees, bushes, or vines that were actually lost, as determined by COC.

- the eligible trees, bushes, or vines may be replanted on a field that is not the field where the losses originally occurred.

Note: Payments for eligible owners who replant in a different field shall not exceed the cost to replant in the field where the loss actually occurred, as determined by COC.--*

***--174 2005 Hurricane TAP Practice Completion and Expiration (Continued)**

D Cost Documentation

Eligible owners are required to submit cost documentation for all components of the completed practices. Receipts should include the following:

- date
- vendor’s name
- vendor’s location.

175 2005 Hurricane TAP Payment Policy

A 2005 Hurricane TAP Benefits and Other Programs

The Emergency Agricultural Disaster Assistance Act of 2006 directs the Secretary to ensure that no producer on a farm receives duplicative benefits under 2005 Hurricane TAP and any other Federal program for the same loss.

The following table provides guidance if an eligible owner:

- is eligible for a 2005 Hurricane TAP payment
- qualifies for benefits for the same loss under another program.

IF an owner is eligible to receive a 2005 Hurricane TAP payment, and for the same loss is also eligible for...	THEN the eligible owner...
crop insurance that pays for tree losses	<ul style="list-style-type: none"> • cannot receive both • must choose which benefits to receive.
Hurricane Disaster Programs, including: <ul style="list-style-type: none"> • Citrus Program • Fruit and Vegetable Program • Nursery Program 	
TIP benefits	
emergency loans	
assistance under another Federal program that pays for replanting, re-establishment, site preparation, or rehabilitation	
ECP benefits	cannot receive compensation for the same practices under both TAP and ECP.

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***--175 2005 Hurricane TAP Payment Policy (Continued)**

B Receiving Benefits on Both ECP and 2005 Hurricane TAP

A producer may be eligible to receive benefits on the same stand for both ECP and 2005 Hurricane TAP if the compensation is **not** approved for the same type of practice.

Example: If a producer used ECP practices EC-1 (Debris Removal) and EC-2 (Grading, Shaping, Leveling), then the producer would not be eligible to use 2005 Hurricane TAP Practice 14 (Site Preparation). The producer could be eligible for Practice 10 (Tree Planting Cost) and Practice 01 (Tree Replacement Cost) under 2005 Hurricane TAP.

Note: All CCC-896's that use both ECP and 2005 Hurricane TAP practices for the same loss, shall be approved by COC and reviewed by an STC representative.

C Payment Amount

Payments are limited to the lesser of the following:

- DAFP-established maximum practice rates
- 75 percent of the actual cost to perform the practice.

D Payment Authorization

Payments cannot be issued until authorization is received from DAFP.--*

175 2005 Hurricane TAP Payment Policy (Continued)

E Timing of Payments

Payments will be made after:

- regulations have been published
- the applicant's submission of documentation that the practices have been completed
- COC approval of CCC-896, Part D.

F Payments

Payments are computed using the smaller of either of the following:

- maximum trees/acres approved for payment by COC on CCC-896
- the trees/acres actually completed by the producer from CCC-896, Part D.

The following are examples of payments.

Example 1: The applicant requests 3 stands with each stand having Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) in CCC-896, Part B. The applicant has completed all 3 practices on 1 stand and has completed CCC-896, Part D. This applicant is eligible for a payment on the stand that has been completed.

Example 2: The applicant requests 1 stand with Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) in CCC-896, Part B. The applicant is able to complete only half of the tree planting on that stand because of the unavailability of trees. The applicant is eligible for payment on all practices associated with the acreage that has been planted, as long as all 3 practices have been completed for the trees planted and CCC-896, Part D has been completed.

Note: If site preparation has been completed but no trees have been planted on the stand, CCC-896 is not eligible for a payment.

County Offices shall, before approving CCC-896, ensure that equal parts of all practices have been completed on the stand.

--176 CCC-770 TAP, 2005 Hurricane TAP Checklist*A Introduction**

The Improper Payments Information Act of 2002 requires Federal agencies to evaluate programs to determine if internal controls are sufficient to prevent improper payments. CCC-770 TAP was developed to address areas of concern to ensure that 2005 Hurricane TAP payments are issued properly.

B Program Checklist

CCC-770 TAP:

- is applicable to administering 2005 Hurricane TAP
- shall be used when CCC-896, Part D has been filed by the producer
- is producer specific
- is mandatory
- is required to be completed by County Offices before issuing 2005 Hurricane TAP payments
- does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable to 2005 Hurricane TAP.

Reminder: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued to applicable producers.

C Maintaining CCC-770 TAP

CCC-770 TAP:

- is applicable for each producer by county
- has been designed to enable County Offices to update CCC-770 TAP as actions are taken
- shall be filed in the producer's 2005 Hurricane TAP folder.--*

*--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)

D Retention Period

All CCC-770 TAP's shall be retained in the producer's 2005 Hurricane TAP folder with CCC-896 according to 25-AS, Exhibit 61. If a new CCC-770 TAP is initiated, then the original CCC-770 TAP shall be retained, along with the newly initiated CCC-770 TAP.

CCC-770 TAP shall be destroyed when CCC-896 is destroyed.

E County Office Action

The County Office shall complete CCC-770 TAP for each producer that files CCC-896, Part D. A separate CCC-770 TAP shall be completed for each producer with a share in the stand.

The County Office employee that completes each item on CCC-770 TAP:

- is certifying that the applicable program provisions have, or have not, been met
- shall place their initials in the "Initials" column
- shall enter the date the item was reviewed in the "Date Completed" column.

Note: As an alternative, County Offices may choose to review all items after COC approval if applicable; however, each item must still be initialed and dated verifying that each item has been reviewed.

Once all questions on CCC-770 TAP have been answered in a manner that supports approving the applicable forms, the County Office employee shall sign CCC-770 TAP, item 6 A as the preparer.

Note: By signing as the preparer, the employee is **not** certifying that they have reviewed all items in the applicable part of CCC-770 TAP. Rather, their signature certifies that the item with their initial was reviewed and that the applicable program provisions have or have not been met.--*

--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)*E County Office Action (Continued)**

Additionally, County Offices shall refer to the applicable handbook provision(s) as specified for additional information.

Reminder: County Offices cannot rely solely on using CCC-770 TAP for administering 2005 Hurricane TAP. All program provisions must be met, not just the items included on CCC-770 TAP. CCC-770 TAP is a tool to assist with program administration and includes the major areas where deficiencies have been identified, but it is not, nor is it intended to be, inclusive of all 2005 Hurricane TAP provisions.

F CED Action

CED or their designated representative shall:

- spot check, **at a minimum**, the following every FY quarter:
 - five CCC-770 TAP's if 10 or less CCC-896, Part D's have been filed for 2005 Hurricane TAP
 - ten CCC-770 TAP's if 11 through 1,000 CCC-896, Part D's have been filed for 2005 Hurricane TAP
 - twenty CCC-770 TAP's if more than 1,000 CCC-896, Part D's have been filed for 2005 Hurricane TAP
 - every STC's, COC's and/or employee's CCC-770 TAP

Notes: The National Office will explore developing software to generate a spot check report. Until that time, CED shall randomly select a sample for review as specified.

Spot checks of STC, COC, and employee's are in addition to the minimum 5, 10, or 20 selected.--*

--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)*F CED Action (Continued)**

- when spot checking information certified on CCC-770 TAP:
 - review each part of CCC-770 TAP that has been completed
 - indicate whether or not they concur with the certification of items 5 A through 5 K, as applicable
 - sign and date items 7 B and 7 C
 - report to COC and the STC representative any CCC-770 TAP when CED does **not** concur with the preparer's determination.

G State Office Spot Check Selections

STC or their designated representative shall:

- select the following for spot check, **at a State minimum**, every FY quarter:
 - three CCC-770 TAP's if 10 or less CCC-896, Part D's have been filed for 2005 Hurricane TAP
 - five CCC-770 TAP's if 11 through 1,000 CCC-896, Part D's have been filed for 2005 Hurricane TAP
 - ten CCC-770 TAP's if more than 1,000 CCC-896, Part D's have been filed for 2005 Hurricane TAP

Note: The National Office will explore developing software to generate a spot check report. Until that time, STC or their designated representative shall randomly select a sample for review as specified.--*

--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)*G State Office Spot Check Selections (Continued)**

- spot check, **at a minimum**, 50 percent of the CED's spot checks in subparagraph F, which must include the required STC, COC, and employee spot checks

Note: Spot checks of STC, COC, and employee's are in addition to the 50 percent of the CED's spot checks.

- submit the results of the spot checks to SED.

When spot checking information certified on CCC-770 TAP, STC or their representative shall:

- review each part of CCC-770 TAP that has been completed
- indicate whether or not they concur with the certification of items 5 A through 5 K, as applicable, in item 8 A
- sign and date items 8 B and 8 C.

H National Report

SED's shall report the following to the National Office as of September 30 of each FY by county:

- the number of CCC-770 TAP's spot-checked by CED
- the number of CCC-770 TAP's spot-checked by DD
- the number of "Do Not Concur" signed by CED
- the number of "Do Not Concur" signed by DD.

SED shall e-mail the report to **kay.niner@wdc.usda.gov**. Reports are due in the National Office by the second Monday of the new FY.--*

*--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)

I Example of CCC-770 TAP

This is an example of CCC-770 TAP.

This form is available electronically.

CCC-770 TAP (05-11-07) 2005 HURRICANE TAP CHECKLIST	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Producer Name	2. ID Number (Last 4 Digits)		
		3. State Name	4. County Office Name		

NOTE: County Offices shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued for applicable producer.

5. Office Staff Actions	Handbook or Other Applicable References	YES	NO	Initials	Date
A. Did producer sign and submit the CCC-896 timely?	1-TAP, subparagraphs 165G and 190C				
B. Has signature authority been verified for all signatures on CCC-896?	1-CM, paragraph 25				
C. Are bushes (including shrubs) field-grown for the commercial production of an annual crop?	1-TAP, Exhibit 2				
D. Is the loss associated to an eligible hurricane within an eligible State, and county, and did the loss occur within the 60-calendar day disaster period?	1-TAP, subparagraphs 165H and I				
E. Was FSA-578 filed before COC approval on CCC-896?	1-TAP, subparagraph 165J				
F. Did producer provide acceptable evidence to COC for losses without physical evidence?	1-TAP, subparagraph 166D				
G. Did County Office conduct and record a field visit for all losses on CCC-896 when physical evidence was available?	1-TAP, subparagraph 166D				
H. Are the stand and owner eligible, and are the determined acres in the stand accurate?	1-TAP, Paragraph 167				
I. Were practice codes accurate on CCC-896?	1-TAP, Paragraph 173A				
J. Has applicant submitted applicable cost documentation for all components of the completed practices?	1-TAP, subparagraph 174D				
K. Has CCC-896 been signed, dated, and approved by COC, CED, or authorized representative and have approval/disapproval letters been issued to all applicants?	1-TAP, subparagraphs 190F and Paragraph 194				

Certification

6A. Signature of Preparer(s)	6B. Date (MM-DD-YYYY)

7A. I concur/do not concur the above items have been verified and updated. Concur Do Not Concur

7B. CED Signature for Spotcheck	7C. Date (MM-DD-YYYY)

8A. I concur/do not concur the above items have been verified and updated. Concur Do Not Concur

8B. DD Signature for Spotcheck	8C. Date (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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*--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)

I Example of CCC-770 TAP (Continued)

CCC-770TAP (05-11-07)	Page 2
9. Remarks:	

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*--176 CCC-770 TAP, 2005 Hurricane TAP Checklist (Continued)

J Completing CCC-770 TAP

Complete CCC-770 TAP according to this table.

Item	Instructions
1	Enter name of the producer.
2	Enter last 4 digits of the producer's ID number.
3	Enter applicable State name.
4	Enter County Office name that is completing CCC-770 TAP.
5 A through 5 K	Check (√) "Yes" or "No", or ENTER "N/A".
6 A	Any County Office employee who initials in items 5 A through 5 K shall sign as preparer. By signing as preparer, this does not insinuate that an employee checked items 5 A through 5 K, only that this employee completed an item that was initialed by that employee.
6 B	The County Office employee who signs in item 6 A shall enter the current date.
7 A	When applicable, CED or designated representative shall indicate whether or not they concur with how items 5 A through 5 K were completed. See subparagraph F for CED spot check procedure.
7 B	CED or designated representative who completed item 7 A shall sign.
7 C	CED or designated representative who signed in item 7 B shall enter the current date.
8 A	When applicable, STC or their representative shall indicate whether or not they concur with how items 5 A through 5 K were completed. See subparagraph G for STC or their representative spot check procedure.
8 B	STC or their representative who completed item 8 A shall sign.
8 C	STC or their representative who signed item 8 B shall enter the current date.

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177-189 (Reserved)

*--Section 2 Processing CCC-896's

190 Applying for 2005 Hurricane TAP Benefits**A Filing CCC-896 for 2005 Hurricane TAP**

To apply for 2005 Hurricane TAP benefits, applicants shall file an automated CCC-896 in the County Office where the stand is physically located.

CCC-896 shall be filed by producer and county. Each eligible producer with a share in the stand must complete and sign a separate CCC-896 for their share of the benefits.

Example: John Brown incurred eligible fruit tree losses and has the following interests in eligible counties:

- 50-50 share with Bob Brown in the B and B General Partnership; the general partnership has a permanent tax ID number, and owns citrus groves in Jefferson County
- 100 percent owner of pecan trees in Jefferson County
- 25-75 share owner of an orange grove with Jane Brown in Jefferson County; John Brown and Jane Brown jointly own the orange grove on a 25-75 percent share
- 100 percent of a stand of citrus trees in De Soto County.

The following 3 applications would be submitted in Jefferson County, assuming all producers file CCC-896, and none of the producers have any other fruit tree interests:

- one CCC-896 for B and B General Partnership for 100 percent share of the citrus trees in Jefferson County
- one CCC-896 for John Brown that includes **both** the following:
 - 100 percent interest in the pecan stand in Jefferson County for 100 percent share
 - 25 percent interest in the orange grove operation in Jefferson County he shares with Jane Brown
- one CCC-896 for Jane Brown for 75 percent share of the orange grove in Jefferson County she shares with John Brown.

One CCC-896 would be submitted in De Soto County for John Brown for 100 percent share of the citrus grove he owns in De Soto County.--*

--190 Applying for 2005 Hurricane TAP Benefits (Continued)*B Signing and Certifying CCC-896 for 2005 Hurricane TAP**

When signing CCC-896, item 14A, the applicant is:

- applying for 2005 Hurricane TAP benefits for the applicant listed in CCC-896, item 4A
- certifying **all** of the following:
 - information provided on CCC-896 is true and correct
 - losses for trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines were wholly because of eligible hurricanes
 - no other Federal benefits were received for the same loss
- authorizing FSA officials to:
 - enter upon, inspect, and verify all applicable acreage in which the applicant has an interest for the purpose of confirming the accuracy of the information provided
 - review, verify, and authenticate all information provided on CCC-896 and supporting documents
 - acknowledge that failure to provide information requested by FSA is cause for disapproval of CCC-896.

C Signature Requirements

All applicants' signatures must be received on CCC-896, item 14A by the ending signup date. Neither STC nor COC has authority to approve late-filed CCC-896's.

Follow 1-CM for signature requirements.--*

--190 Applying for 2005 Hurricane TAP Benefits (Continued)*D Modifying CCC-896 for 2005 Hurricane TAP**

Once the applicant signs CCC-896, Part D for 2005 Hurricane TAP and COC has signed CCC-896, Part C, CCC-896 **cannot** be modified.

Important: Any CCC-896 for 2005 Hurricane TAP submitted after the end of the signup period shall be disapproved. There are **no** late-filed provisions for 2005 Hurricane TAP.

E Deleting CCC-896 for 2005 Hurricane TAP

County Offices shall not delete any signed CCC-896 for 2005 Hurricane TAP unless the applicant withdraws CCC-896 before the end of the signup period.

If an applicant wishes to withdraw a signed CCC-896, then the applicant must write "WITHDRAWN" on the hardcopy CCC-896 and initial and date next to "WITHDRAWN." County Offices shall then delete CCC-896 from the automated system.

F Acting on CCC-896 for 2005 Hurricane TAP

COC or CED must act on all completed CCC-896's submitted.

Note: CED may delegate approval authority to Program Technicians for routine cases. Program Technicians shall **not** be delegated authority to disapprove any CCC-896's.

Before approving CCC-896, Part C for 2005 Hurricane TAP, the approving official must ensure that **all** eligibility requirements are met, a field visit is completed according to paragraph 192, and be satisfied with **all** of the following:

- stand is eligible according to subparagraph 167 B
- applicant is considered an eligible owner according to subparagraph 167 D
- loss is because of an eligible cause according to subparagraph 166 B--*

***--190 Applying for 2005 Hurricane TAP Benefits (Continued)**

F Acting on CCC-896 for 2005 Hurricane TAP (Continued)

- loss occurred during the eligible disaster period as defined according to subparagraph 165 I
- acres and trees damaged are determined
- all signature requirements are met in CCC-896, Part B.

Before approving CCC-896, Part D for 2005 Hurricane TAP, the approving official must ensure that all eligibility requirements are met, and be satisfied with all of the following:

- all practices claimed for payment are complete
- all documentation is provided in support of payment
- all signature requirements are met.

If all program eligibility requirements are **not** met, or it is determined that the information on CCC-896 for 2005 Hurricane TAP, or any additional supporting documentation provided by the applicant, is **not** accurate or reasonable, the following actions shall be taken:

- disapprove CCC-896
- notify the applicant of disapproval
- provide the applicant applicable appeal rights according to 1-APP
- thoroughly document reason for disapproval in COC minutes, if disapproved by COC.--*

--191 Submitting and Completing CCC-896's*A Submitting CCC-896's**

CCC-896's shall be submitted by the ending signup period according to subparagraph 165 G. All CCC-896's shall be submitted by COB March 16, 2007, or 15 calendar days after the FR is published.

B Completing CCC-896

Complete CCC-896 according to the following:

- Parts A and B are to be completed at the time of signup
- Part C is to be completed following the COC's or authorized FSA official's field visit to verify loss according to paragraph 192
- Part D is to be completed once the producer completes all practices and submits cost documentation for all components of the completed practices. Receipts should include the date and vendor's name and location.

Note: The signature date and approval date shall be entered in the automated system **only** after the actual cost data is entered and CCC-896 is ready for payment.

192 Required Field Visits by FSA Official**A Required Field Visits**

Before approving CCC-896, Part C, an FSA representative shall perform a field visit and document the following:

- total number of actual trees in the stand
- total number of actual trees lost because of an eligible hurricane.

Note: Regardless of the number of trees in which the applicant requests assistance, the FSA representative shall verify the actual number of trees in the stand, and actual trees lost because of an eligible hurricane to ensure that the correct eligible loss threshold calculation is made.

Example: The applicant reports he or she will only replace 30 trees in the 10-acre orchard. A COC representative visits the orchard and determines the total number of trees in the stand as 1,000, and actual trees lost at 400, which meets the 15 percent loss threshold. $(1,000 \times 15\% = 150 \text{ trees that must be lost})$

Note: If, at the time a producer reports the completed practices, records show 100 trees were replanted instead of the 30 trees, the producer will be eligible for reimbursement for the 100 trees. This applies as long as the number of trees replanted does not exceed the number of trees documented by the FSA representative as lost (400).--*

--193 Example of Payment Calculation*A Approved Acres, Trees, Bushes, and Vines**

An eligible applicant shall qualify for assistance under 2005 Hurricane TAP only if the tree, bush (including shrub), or vine mortality of the eligible applicant, as a result of damaging weather or related conditions, exceeds 15 percent. If the 15 percent tree loss qualifying threshold is not met, the applicant is not eligible for assistance under 2005 Hurricane TAP.

Qualifying applicants are eligible for the lesser of either of the following:

- 75 percent of their actual cost for re-establishment
- the total payment amount calculated using the maximum DAFP-established practice payment rates.

After the applicant qualifies for payment by meeting the 15 percent tree loss threshold, payments will be calculated as the smaller of the following:

- Actual Cost Receipts x Percent Producer Share x 75% Payment Level = Total Payment
- Number of Damaged Trees/Acres x Percent Producer Share x Practice Payment Rate x 85% Payment Level = Total Payment.

Example 1:

The applicant reports the loss of 500 trees in a 5-acre orchard and makes a 2005 Hurricane TAP assistance request to replace and replant all the trees and perform site preparation on the entire 5 acres. The applicant indicates a producer's share of 100 percent. A COC representative subsequently visits the orchard and determines that because of eligible hurricane conditions, 500 trees were lost and 5 acres were damaged. The applicant provides receipts for all the related practices.

The operation's loss of 500 trees is greater than the 75-tree ($500 \times 15\% = 75$) qualifying loss requirement. The producer has a 100 percent share of the operation.--*

***--193 Example of Payment Calculation (Continued)**

A Approved Acres, Trees, Bushes, and Vines (Continued)

Maximum established DAFP practice payment rates are as follows.

Tree replacement:

500 trees x 100% (share) x 85% (loss level) x \$8 per tree (practice payment rate) = \$3,400

Tree planting:

500 trees x 100% (share) x 85% (loss level) x \$2 per tree (practice payment rate) = \$ 850

Site preparation:

5 acres x 100% (share) x 85% (loss level) x \$500 per acre (practice payment rate) = \$2,125

Total maximum payment for all practices using DAFP-established practice payment rates \$6,375

Actual cost receipts provided by the applicant are as follows.

Tree replacement expense \$6,000 x 100% (share) x 75% (payment level) = \$4,500

Tree planting expense \$2,500 x 100% (share) x 75% (payment level) = \$1,875

Site preparation expense \$3,750 x 100% (share) x 75% (payment level) = \$2,813

Total maximum payment for all practices using actual cost \$9,188

Under 2005 Hurricane TAP, the applicant is eligible for the lesser of either of the following:

- 75 percent of the actual cost for re-establishment; in this case, \$9,188
- the amount calculated using the maximum DAFP-established practice payment rates; in this case, \$6,375.

Note: In this example, the applicant is eligible for the \$6,375 payment under 2005 Hurricane TAP.--*

***--193 Example of Payment Calculation (Continued)**

A Approved Acres, Trees, Bushes, and Vines (Continued)

Example 2:

The applicant reports the loss of 500 trees in a 5-acre orchard and makes a 2005 Hurricane TAP assistance request to replace and replant all the trees and perform site preparation on the entire 5 acres. The applicant indicates a producer's share of 50 percent. A COC representative subsequently visits the orchard and determines that because of eligible hurricane conditions, only 350 of the 500 trees were lost and only 4 of the 5 acres were damaged. The applicant provides receipts for all the related practices.

The operation's loss of 350 trees is greater than the 75-tree (500 x 15% = 75) qualifying loss requirement. The producer has a 50 percent share of the operation.

Maximum established DAFP practice payment rates are as follows.

Tree replacement:

$$350 \text{ trees} \times 50\% \text{ (share)} \times 85\% \text{ (loss level)} \times \$8 \text{ per tree (practice payment rate)} = \$1,190$$

Tree planting:

$$350 \text{ trees} \times 50\% \text{ (share)} \times 85\% \text{ (loss level)} \times \$2 \text{ per tree (practice payment rate)} = \$ 298$$

Site preparation:

$$4 \text{ acres} \times 50\% \text{ (share)} \times 85\% \text{ (loss level)} \times \$500 \text{ per acre (practice payment rate)} = \underline{\$ 850}$$

$$\text{Total maximum payment for all practices using DAFP-established practice payment rates} = \$2,338$$

Actual cost receipts provided by the applicant are as follows.

$$\text{Tree replacement expense} \quad \$3,000 \times 50\% \text{ (share)} \times 75\% \text{ (payment level)} = \$1,125$$

$$\text{Tree planting expense} \quad \$1,250 \times 50\% \text{ (share)} \times 75\% \text{ (payment level)} = \$ 469$$

$$\text{Site preparation expense} \quad \underline{\$1,750 \times 50\% \text{ (share)} \times 75\% \text{ (payment level)}} = \$ 656$$

$$\text{Total maximum payment for all practices using actual cost} \quad \$2,250$$

Under 2005 Hurricane TAP, the applicant is eligible for the lesser of either of the following:

- 75 percent of the actual cost for re-establishment; in this case, \$2,250
- the amount calculated using the maximum DAFP-established practice payment rates; in this case, \$2,338.

Note: In this example, the applicant is eligible for the \$2,250 payment under 2005 Hurricane TAP.--*

***--193 Example of Payment Calculation (Continued)**

A Approved Acres, Trees, Bushes, and Vines (Continued)

Example 3:

The applicant reports the loss of 250 out of 500 trees in a 5-acre orchard and makes a 2005 Hurricane TAP assistance request to perform site preparation on 2.5 acres and to replace and replant 250 trees. The applicant indicates a producer's share of 100 percent. A COC representative subsequently visits the orchard and determines that because of eligible hurricane conditions, 250 of the 500 trees were lost and 2.5 of the 5 acres were damaged. The applicant provides receipts for all the related practices and indicates prior receipt of \$1,500 in assistance under ECP for clean-up and debris removal. Since site preparation under 2005 Hurricane TAP includes clean-up and debris removal, the applicant is not eligible for site preparation under 2005 Hurricane TAP.

The operation's loss of 250 trees is greater than the 75-tree ($500 \times 15\% = 75$) qualifying loss requirement. The producer has a 100 percent share of the operation.

Maximum established DAFP practice payment rates are as follows.

Tree replacement:

250 trees x 100% (share) x 85% (loss level) x \$8 per tree (practice payment rate) = \$1,700

Tree planting:

250 trees x 100% (share) x 85% (loss level) x \$2 per tree (practice payment rate) = \$ 425

Applicant is not eligible for site prep because duplicate benefits were received under ECP \$ 0

Total maximum payment for all practices using DAFP-established practice payment rates \$2,125

Actual cost receipts provided by the applicant are as follows.

Tree replacement expense \$3,000 x 100% (share) x 75% (payment level) = \$2,250

Tree planting expense \$1,250 x 100% (share) x 75% (payment level) = \$ 938

Total maximum payment for all practices using actual cost \$3,188

Under 2005 Hurricane TAP, the applicant is eligible for the lesser of either of the following:

- 75 percent of the actual cost for re-establishment; in this case, \$3,188
- the amount calculated using the maximum DAFP-established payment rates; in this case, \$2,125.

Note: In this example, the applicant is eligible for the \$2,125 payment under 2005 Hurricane TAP.--*

***--193 Example of Payment Calculation (Continued)**

A Approved Acres, Trees, Bushes, and Vines (Continued)

Example 4:

The applicant reports the loss of 50 out of 500 trees, as a result of damaging weather or related conditions, in a 5-acre orchard. The applicant makes a 2005 Hurricane TAP assistance request to perform site preparation on 1 acre and to replace and replant the 50 trees. The applicant indicates a producer's share of 100 percent and provides receipts for all the related practices.

The operation's loss of 50 trees is not greater than the 75-tree ($500 \times 15\% = 75$) qualifying loss requirement. Because the applicant's loss of 50 trees is not greater than the qualifying 75-tree eligibility threshold, the applicant does not qualify for 2005 Hurricane TAP assistance and a subsequent COC representative visit is not needed.--*

***--194 Approval and Disapproval Letters**

A Issuing Approval or Disapproval Letters

County Offices shall issue approval or disapproval letters to all applicants.

B Example of Approval Letter

This is an example of an approval letter.

<p>(Enter County Office name, address, and telephone number)</p> <p>(Enter applicant's name and address)</p> <p>Dear (Enter applicant's name):</p> <p>Your request for 2005 Hurricane TAP assistance was approved.</p> <p>The following shall serve as a guide in completing and reporting the practice(s):</p> <ul style="list-style-type: none"> • if the work has been performed, provide copies of all sales receipts, invoices, canceled checks, or other documentation necessary to determine costs • if the work has not already been performed, make arrangements to replant or rehabilitate the eligible trees, bushes, or vines as soon as possible, but within the 12-month period from the date of COC application approval on CCC-896 • if the work cannot be completed within the 12-month period, notify the County Office • report practice completion immediately to maintain eligibility • provide copies of all sales receipts, invoices, canceled checks, or other documentation necessary to determine costs. <p>A County Office employee will be making a site visit to your farm to verify practice completion.</p> <p>County Executive Director</p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</p>
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***--194 Approval and Disapproval Letters (Continued)**

C Example of Disapproval Letter

This is an example of a disapproval letter. See subparagraph 171 A for nonappealable issues.

(Enter County Office name, address, and telephone number)

(Enter applicant's name and address)

Dear (Enter applicant's name):

The County FSA Committee has disapproved your request for 2005 Hurricane TAP assistance.

Your request was reviewed by the County Committee and was determined ineligible because (enter explanation of all reasons for disapproval; include copy of CCC-896).

If you believe the decision by the County Committee is in error, you may elect any of the options in the following sequence:

1. Reconsideration by the County Committee.
2. Request mediation.
3. Appeal to the State Committee.
4. Appeal to the National Appeals Division.

You may elect these options in the indicated sequence. You may select any of the first 3 options, or you may skip any of the first 3 options and select a later choice, or skip all 3 and appeal directly to NAD.

You have 30 calendar days from the date of this letter to request reconsideration, appeal to the State Committee, or enter into mediation. Additionally, you may file an appeal with NAD within 30 days of the date you receive this decision.

(Use this paragraph for noncertified States if the Certified State Mediation Program does not offer mediation for the specific issue in question.)

(Certified States)

Mediation is available under the (insert State name) State Mediation Program. Informal mediation may enable us to narrow and resolve these issues by agreement. FSA will participate in good faith in mediation. To obtain information about mediation, contact (insert the State name, address, and phone number). The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to further appeal to NAD.

(Noncertified States)

Mediation is available and FSA will participate in good faith. Informal mediation may enable us to narrow and resolve these issues by agreement. To obtain information about mediation, and to request mediation, contact (insert the State name, address, and phone number). The written request for mediation must be postmarked or faxed by you not later than 30 calendar days after the date of this letter. Mediation does not replace or limit your right to further appeal to NAD.

County Executive Director

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Note: See 1-APP when providing appeal rights.--*

195-220 (Reserved)

***--Part 14 2005 Hurricanes TAP Software Operations**

Section 1 Accessing Software

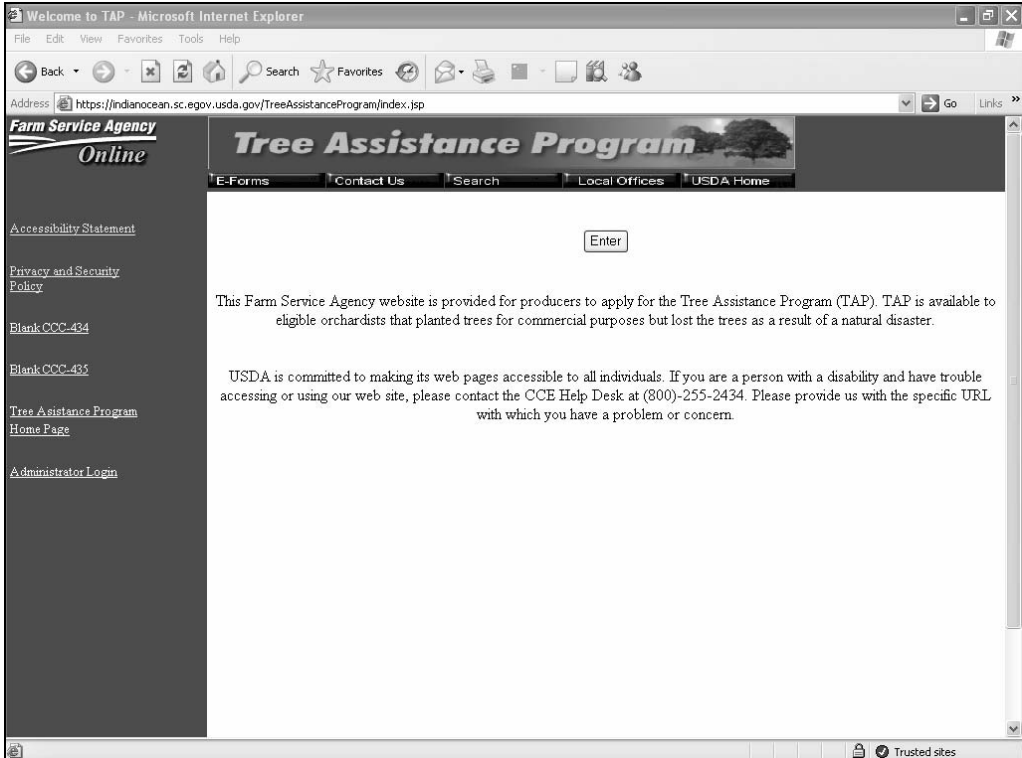
221 Accessing 2005 Hurricanes TAP Software

A Overview

2005 Hurricanes TAP software is web-based with a centralized database that will be updated by County Office employees.

B Accessing 2005 Hurricanes TAP

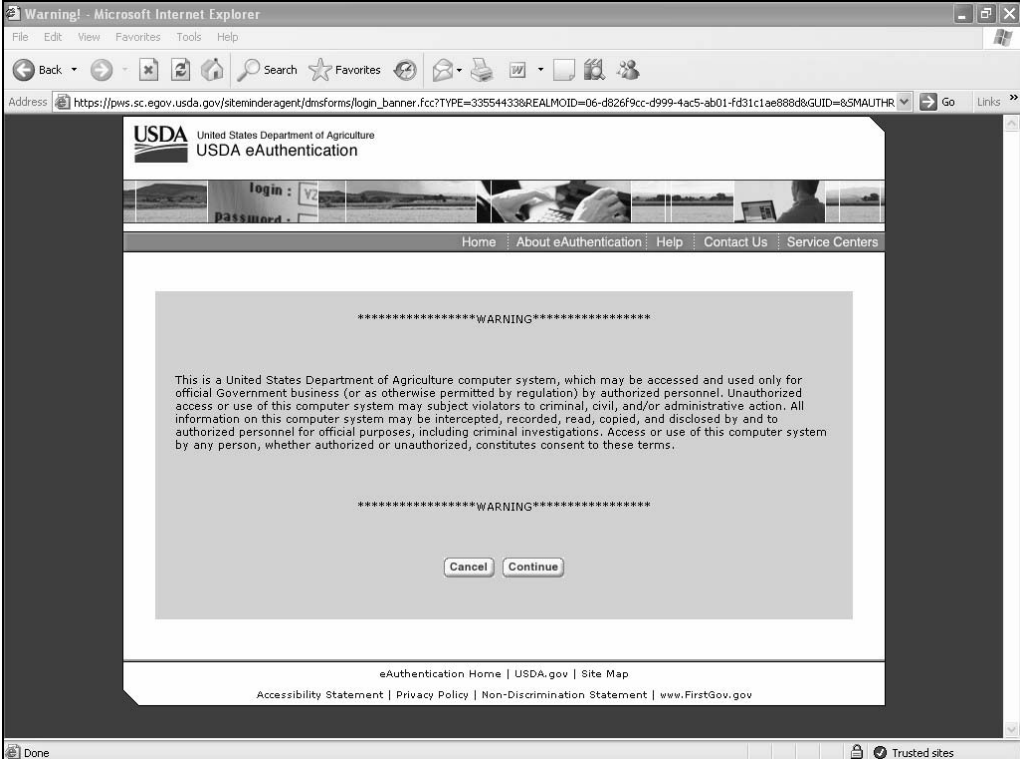
Access 2005 Hurricanes TAP software according to the following.

Step	Action
1	Access 2005 Hurricanes TAP software through the FSA Intranet at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html .
2	Under Production Adjustment & Disaster Programs, CLICK “TAP – Tree Assistance Program”.
3	<p>The TAP Home Page will be displayed. CLICK “Enter” to proceed.</p> <p>Note: Use Internet Explorer to access the software.</p> 

--*

*--221 Accessing 2005 Hurricanes TAP Software (Continued)

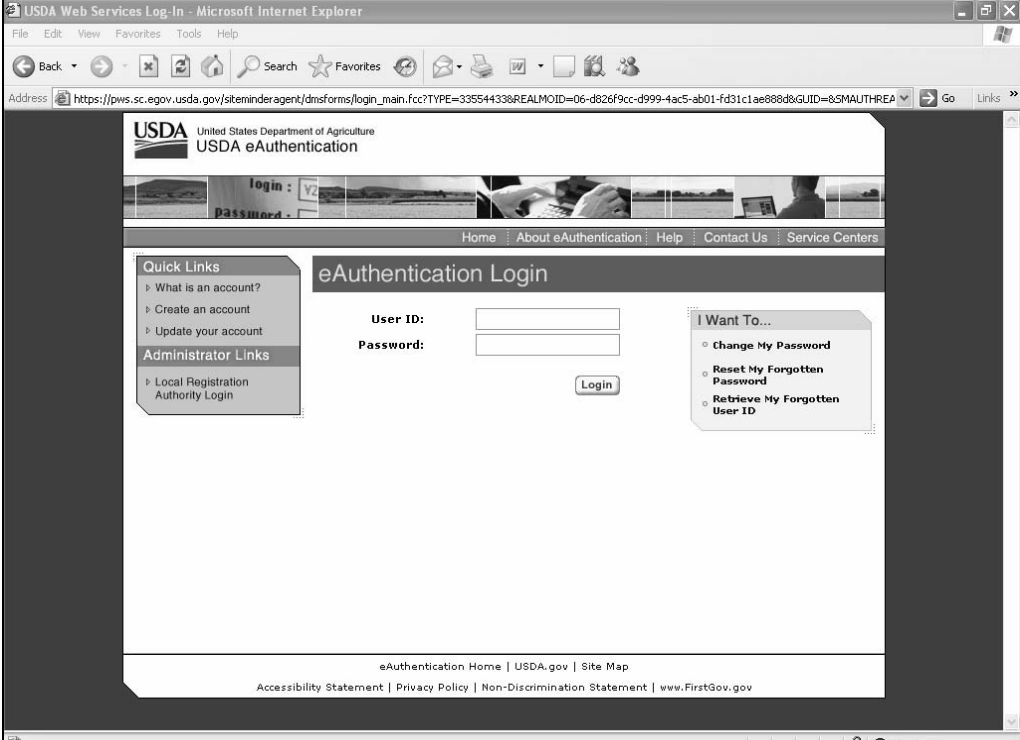
B Accessing 2005 Hurricanes TAP (Continued)

Step	Action
4	<p>The USDA eAuthentication Warning Screen will be displayed. CLICK “Continue” to proceed or “Cancel” to end the process.</p> 

--*

*--221 Accessing 2005 Hurricanes TAP Software (Continued)

B Accessing 2005 Hurricanes TAP (Continued)

Step	Action
5	<p>If users click “Continue”, users must:</p> <ul style="list-style-type: none"> • enter eAuthentication user ID and password • CLICK “Login”. 

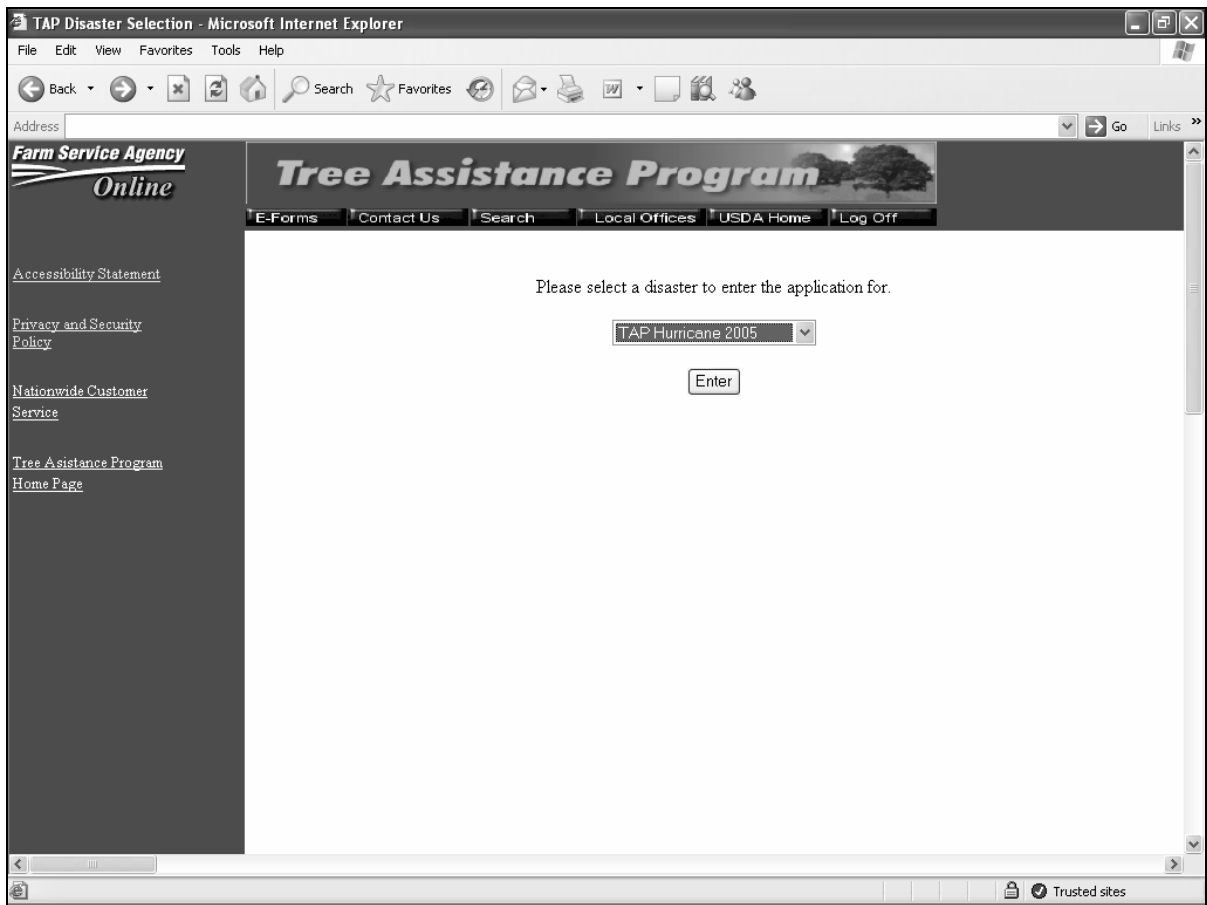
--*

*--221 Accessing 2005 Hurricanes TAP Software (Continued)

C Selecting a Disaster

The following screen will be displayed with a drop-down menu of all approved disasters. To access 2005 Hurricanes TAP, select “TAP Hurricane 2005” from the drop-down menu, and CLICK “Enter”.

Note: Refer to paragraph 41 for procedure for all past disasters.

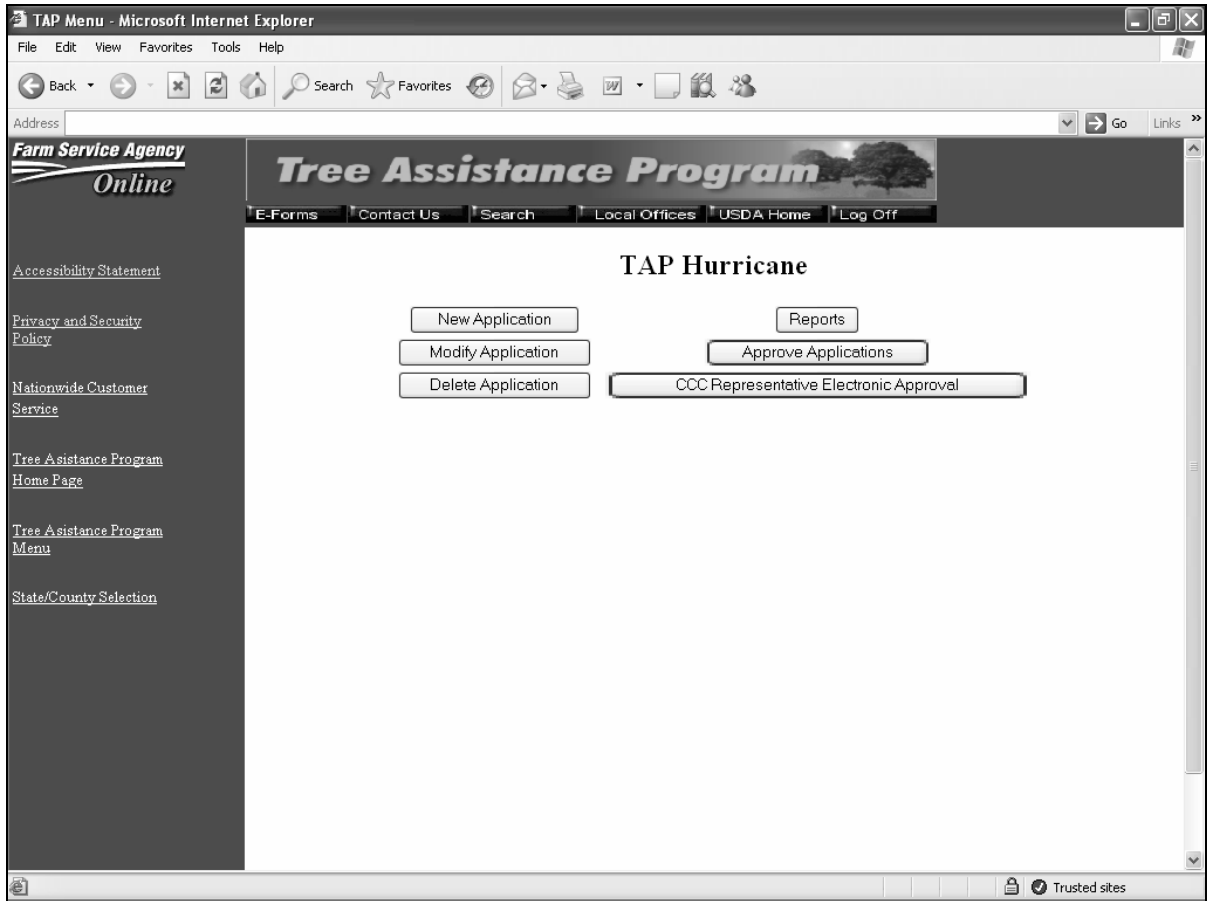


--*

***--221 Accessing 2005 Hurricanes TAP Software (Continued)**

D TAP Hurricane Main Menu

The TAP Hurricane Main Menu will be displayed once the user selects “TAP Hurricane 2005” from the drop-down menu.



The following provides the options available on the TAP Hurricane Main Menu.

IF the user selects...	THEN...
New Application	USDA Service Center Information Management System Customer Search Page will be displayed. Select a producer by searching by type, name, tax ID, or other.
Modify Application	
Delete Application	
Reports	The Report Selection Screen will be displayed. See paragraph 271 for additional information.
Approve Applications	The Bulk Application Approval Screen will be displayed. See paragraph 261 for additional information.
CCC Representative Electronic Approval	The CCC Representative Electronic Approval Screen will be displayed. See paragraph 262 for additional information.

--*

***--Section 2 New Application**

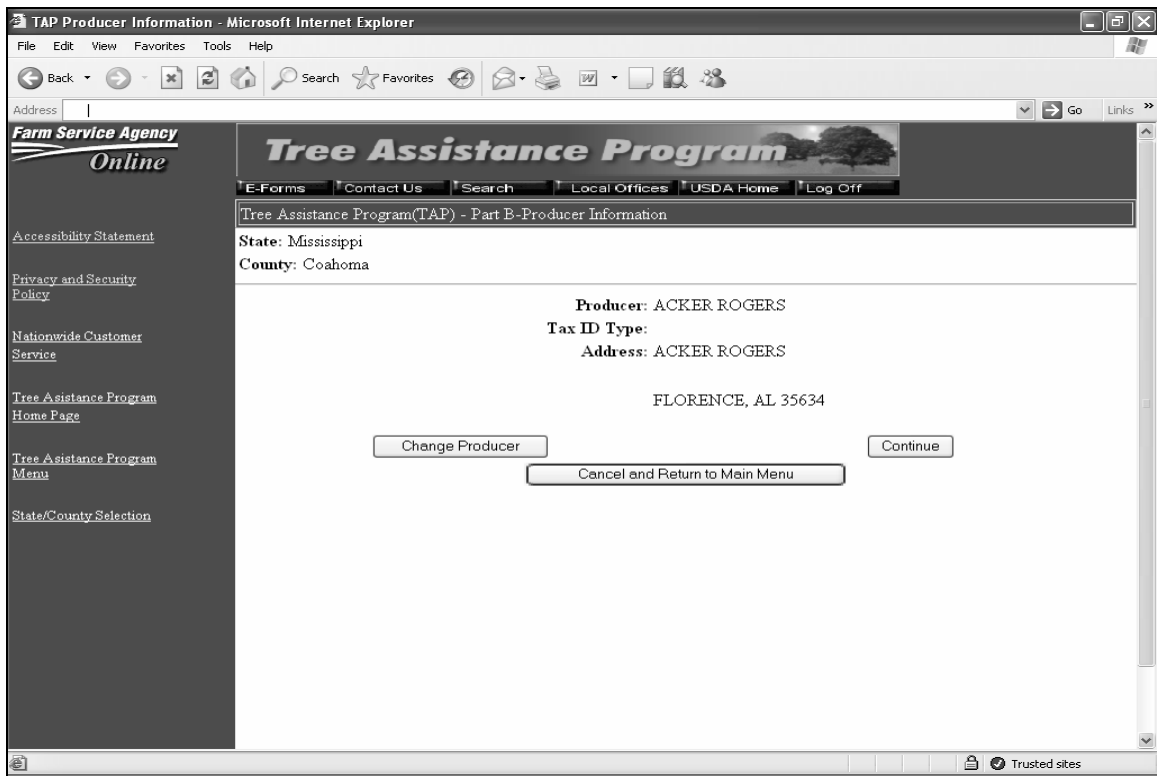
225 Applicant Information

A Overview

Each producer can have only 1 application per County Office. Producers who apply for 2005 Hurricanes TAP must be linked in SCIMS and active on either a 2005 or 2006 farm in the county where the application is being added to be eligible for 2005 Hurricanes TAP.

B Selecting a Producer

The USDA SCIMS Customer Search Page will be displayed throughout the 2005 Hurricanes TAP software anytime a producer needs to be selected. Once the user has selected a producer from SCIMS, the TAP - Part B - Producer Information Screen will be displayed.



The following provides the options available on the TAP - Part B - Producer Information Screen.

Option	Result
Change Producer	The USDA Service Center Information Management System Customer Search Page will be displayed.
Continue	The TAP - Part B - Stand Information Screen will be displayed. See paragraph 226 for more information.
Cancel and Return to Main Menu	The TAP Hurricane Main Menu will be displayed. See subparagraph 221 D for more information.

--*

***--226 Stand Information**

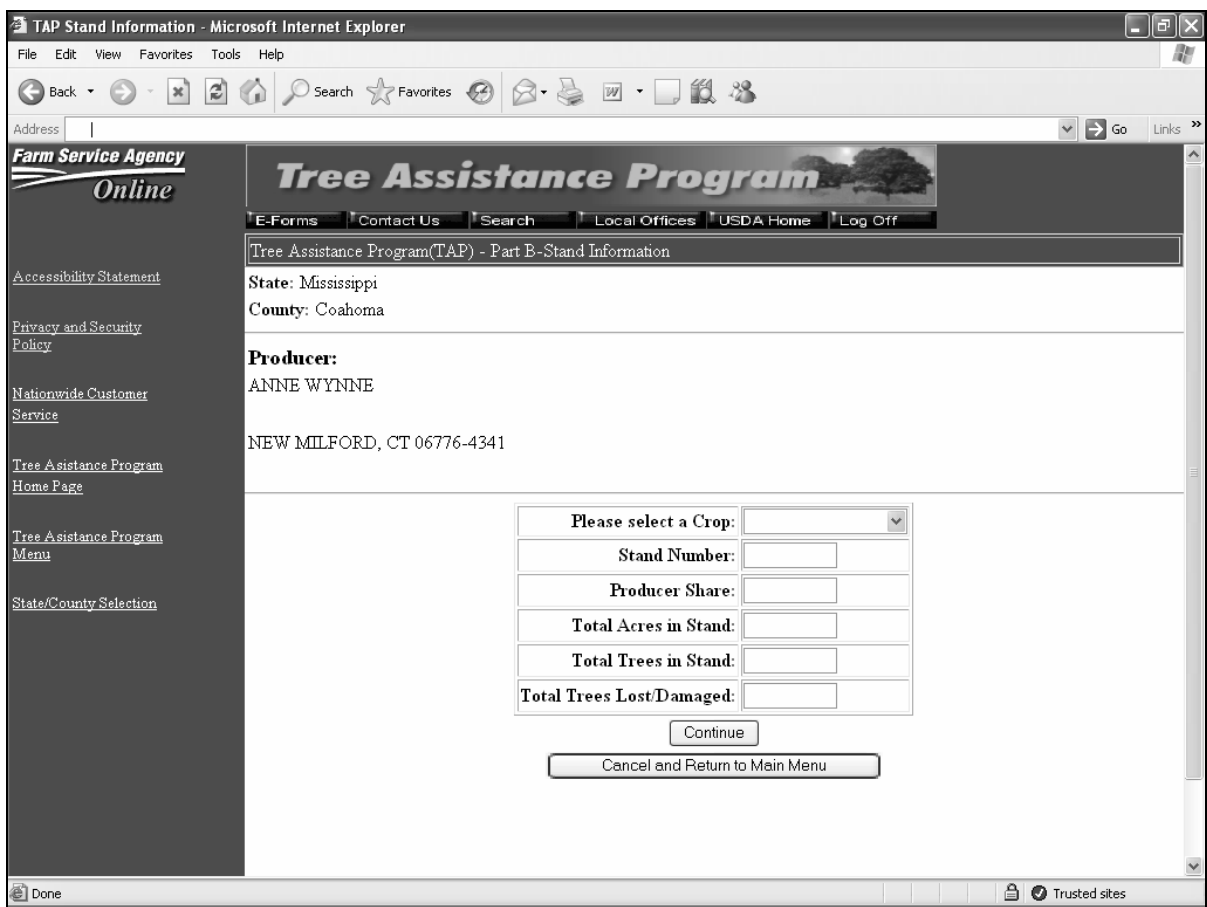
A Overview

The TAP - Part B - Stand Information Screen will be displayed once the user selects to add a new application and selects a producer from SCIMS. The TAP - Part B - Stand Information Screen shall be used to record the following:

- crop
- stand number
- producer share
- total acres in stand
- total trees in stand
- total trees lost/damaged.

B TAP - Part B - Stand Information Screen

Following is an example of the TAP - Part B - Stand Information Screen.



--*

*--226 Stand Information (Continued)

C Fields

The following provides the field descriptions and actions for the TAP - Part B - Stand Information Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Please Select a Crop	Manual selection from drop-down menu.	Select the crop for which the producer is applying for 2005 Hurricanes TAP. Note: Only 1 crop can be selected at a time.
Stand Number	Manual entry.	Enter a County Office-assigned sequential stand number. Note: Stand numbers cannot be duplicated on a producer's application.
Producer Share	Manual entry.	Enter the producer's share. Example: 100 percent will be entered as 1.000; 50 percent will be entered as .5000.
Total Acres in Stand	Manual entry.	Enter in tenths, the total acres that the producer reports in the stand.
Total Trees in Stand	Manual entry.	Enter in whole numbers, the total trees that the producer reports in the stand.
Total Trees Lost/Damaged	Manual entry.	Enter in whole numbers the total lost or damaged trees that the producer reports in the stand. Note: The entry cannot exceed total trees in stand.
Continue	Saves all data entered on the TAP - Part B - Stand Information Screen. The TAP - Part B - Practice Information Screen will be displayed. See paragraph 227.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without saving data entered on the TAP - Part B - Stand Information Screen.	

--*

***--227 Practice Information**

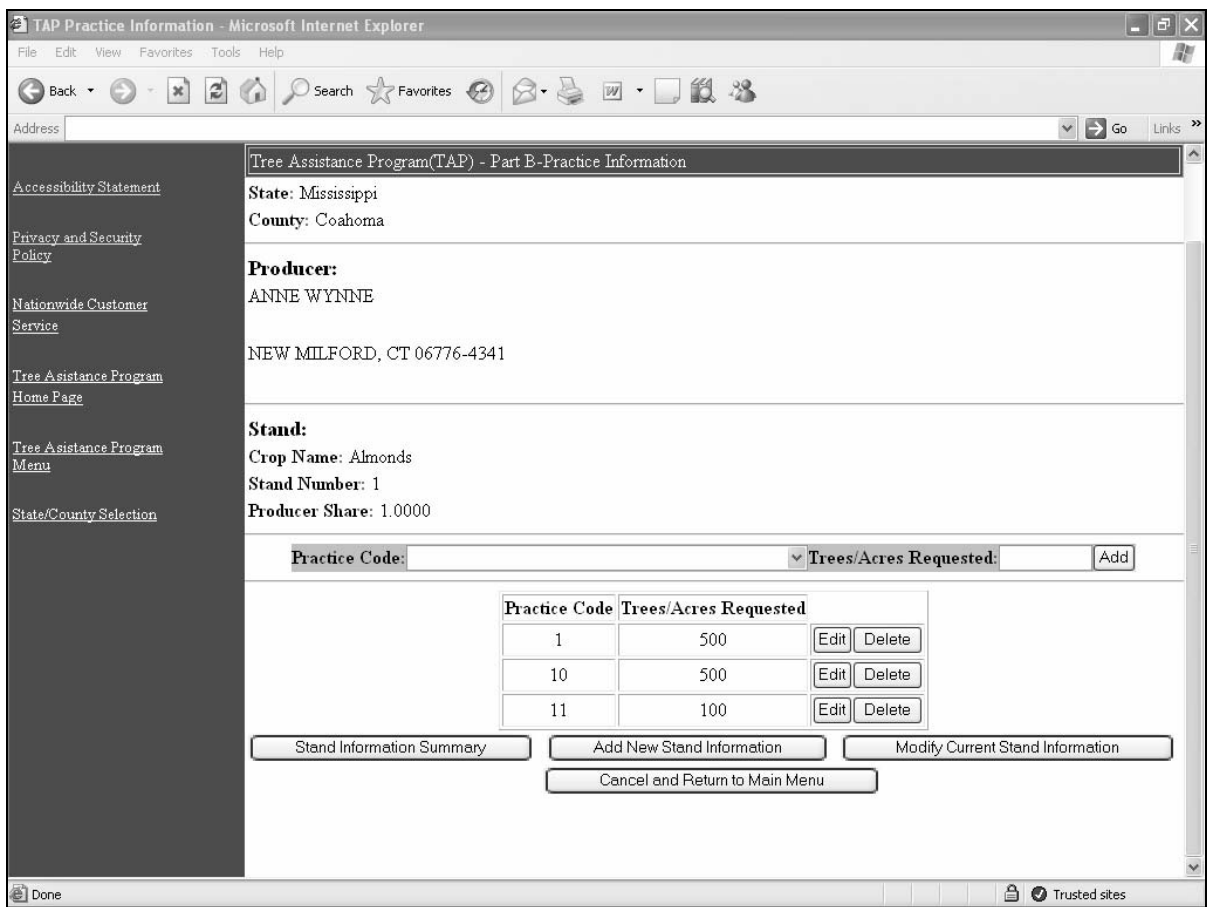
A Overview

The TAP - Part B - Practice Information Screen:

- will be displayed once the user clicks “Continue” on the TAP - Part B - Stand Information Screen
- shall be used to record the following:
 - practice codes
 - trees/acres requested.

B TAP - Part B - Practice Information Screen

Following is an example of the TAP - Part B - Practice Information Screen.



--*

*--227 Practice Information (Continued)

C Fields

The following provides the field descriptions and actions for the TAP - Part B - Practice Information Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Crop Name	The crop for which practice information is being loaded.	
Stand Number	The stand number for which practice information is being loaded.	
Producer Share	The producer's share of the crop.	
Practice Code	Manual selection.	Select the practice code from the drop-down menu.
Trees/Acres Requested	Manual entry.	Enter the number of trees or acres being requested for the practice code. Note: The entry cannot exceed total trees lost/damaged.
Add	Adds the practice code to the producer's application.	
Practice Code	Provides a summary of the practice codes that were selected.	
Trees/Acres Requested	Provides a summary of the trees/acres that were requested for each practice code.	
Edit	Allows the user to make changes to the practice code and/or trees/acres requested.	
Delete	Removes the practice code from the application. The Confirm Delete Screen will be displayed. The user must CLICK "Yes" or "No".	
	IF the user selects...	THEN the practice code will...
	Yes	be deleted.
	No	not be deleted.
The TAP - Part B - Practice Information Screen will be displayed.		

--*

*--227 Practice Information (Continued)

C Fields (Continued)

Field	Description	Action
Stand Information Summary	Saves all data entered on the TAP - Part B - Practice Information Screen.	
Add New Stand Information	Allows the user to add a new stand to the producer's application. The TAP - Part B - Stand Information Screen will be displayed. See paragraph 226.	
Modify Current Stand Information	Allows the user to modify the stand information for the stand that is currently being added. The TAP - Part B - Stand Information Screen will be displayed. See paragraph 226.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without saving data entered on the TAP - Part B - Practice Information Screen.	

--*

*--228 TAP - Part B - Stand Information Summary

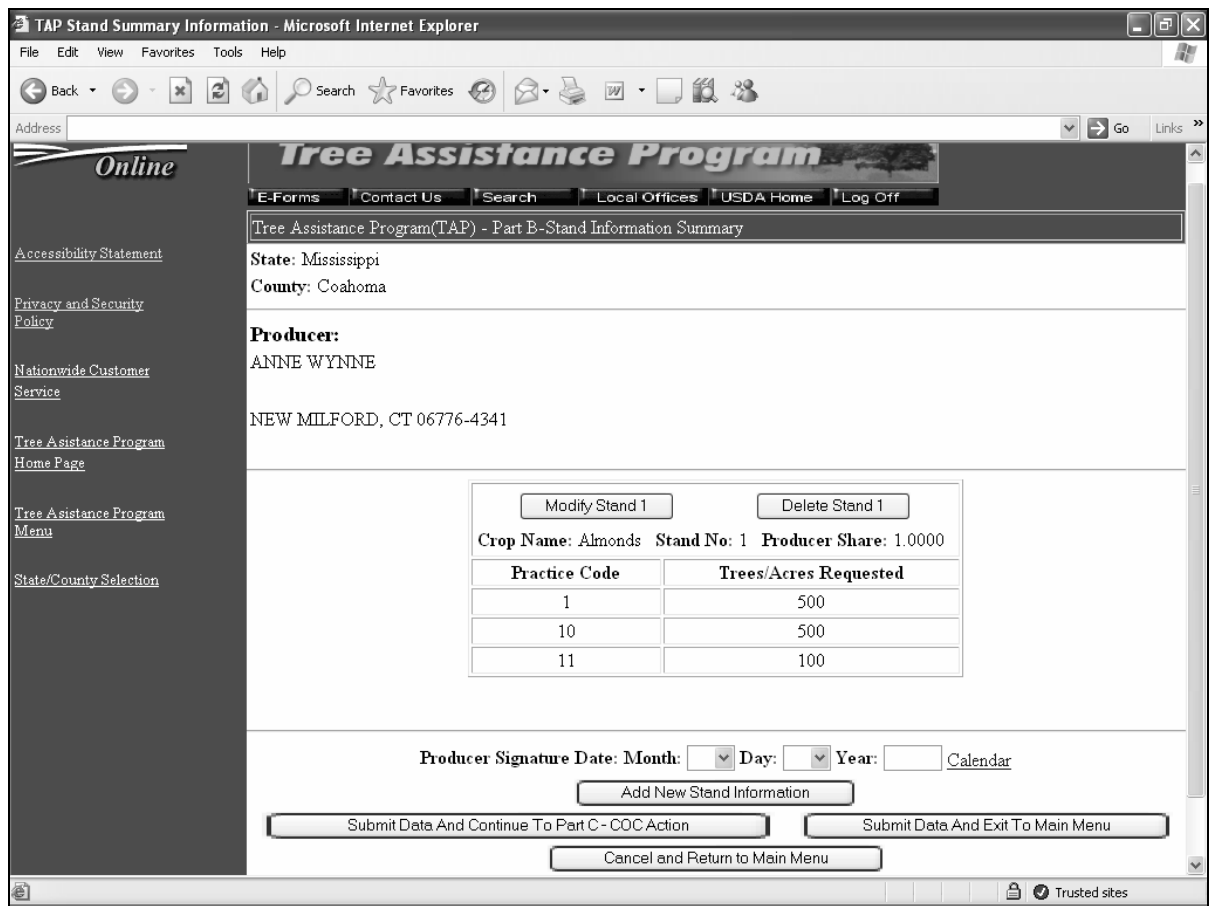
A Overview

The TAP - Part B - Stand Information Summary Screen will be displayed once the user clicks “Stand Information Summary” on the TAP - Part B - Practice Information Screen. The TAP - Part B - Stand Information Summary Screen shall be used to:

- review the stand information that has been entered
- modify stand information
- delete stand information
- record the producer’s signature date.

B TAP - Part B - Stand Information Summary Screen

Following is an example of the TAP - Part B - Stand Information Summary Screen.



--*

*--228 Stand Information Summary (Continued)

C Fields

The following provides the field descriptions and actions for the TAP - Part B - Stand Information Summary Screen.

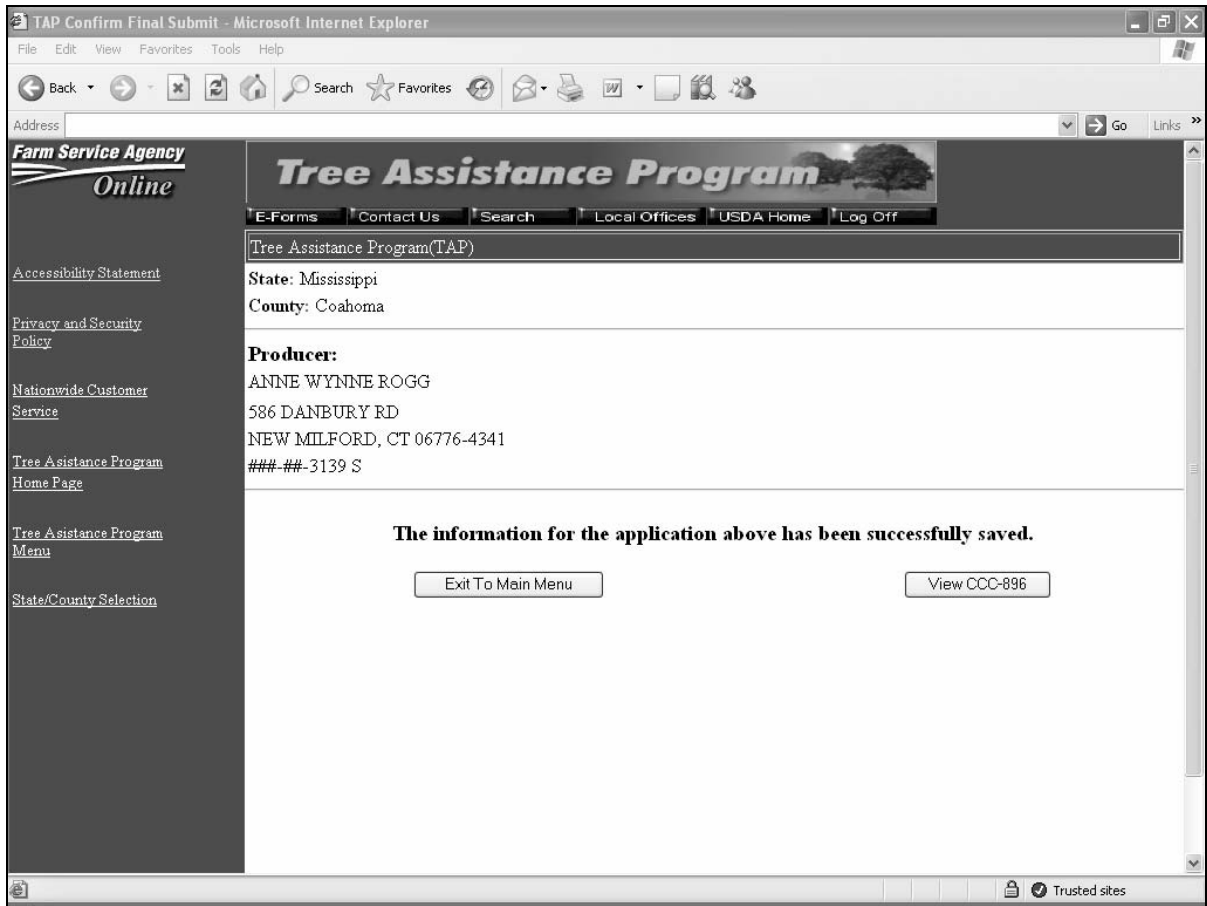
Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Modify Stand	Allows the user to modify the stand information. The TAP - Part B - Stand Information Screen will be displayed. See paragraph 226.	
Delete Stand	Deletes the stand information from the application. The Confirm Delete Screen will be displayed. The user must CLICK “Yes” or “No”.	
	IF the user selects...	THEN the stand information will...
	Yes	be deleted.
	No	not be deleted.
	The TAP - Part B - Stand Information Summary Screen will be displayed.	
Crop Name	The crop associated with the stand.	
Stand No	The stand number.	
Producer Share	The producer’s share of the crop.	
Practice Code	The practice code entered for the stand.	
Trees/Acres Requested	The trees/acres requested for the practice code.	
Producer Signature Date	Manual entry.	Enter the date the producer signed CCC-896, Part B.
Add New Stand Information	Allows the user to add a new stand to the producer’s application. The TAP - Part B - Stand Information Screen will be displayed. See paragraph 226.	
Submit Data and Continue to Part C – COC Action	Continues with the application. The TAP - Part C - COC Action Screen will be displayed. See paragraph 229.	
Submit Data and Exit to Main Menu	The Confirm Final Submit Screen will be displayed. See paragraph 228.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without saving data entered on the TAP - Part B - Stand Information Summary Screen.	

--*

*--228 Stand Information Summary (Continued)

D Confirm Final Submit Screen

Following is an example of the Confirm Final Submit Screen.



E Fields

The following provides the field descriptions and actions for the Confirm Final Submit Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Exit to Main Menu	Returns the user to the TAP Hurricane Main Menu.	
View CCC-896	Displays the producer's CCC-896.	

--*

*--229 COC Action

A Overview

The TAP - Part C - COC Action Screen will be displayed once the user clicks “Submit Data and Continue to Part C – COC Action” on the TAP - Part B - Stand Information Summary Screen. The TAP - Part C - COC Action Screen shall be used to record the following:

- total determined trees and acres in the stand
- total determined damaged trees and acres in the stand
- total trees and acres for payment
- practice code
- trees/acres applicable to each practice code
- COC signature date
- remarks.

B TAP - Part C - COC Action Screen

Following is an example of the TAP - Part C - COC Action Screen.

Tree Assistance Program (TAP) - Part C-COC Action

State: Mississippi
 County: Coahoma

Producer:
 ANNE WYNNE
 NEW MILFORD, CT 06776-4341

Crop Name: Almonds	Stand No: 1	Share: 1.0000
Total Determined Trees in Stand: <input type="text"/>	Total Determined Damaged Trees in Stand: <input type="text"/>	Total Trees for Payment: <input type="text"/>
Total Determined Acres in Stand: <input type="text"/>	Total Determined Damaged Acres in Stand: <input type="text"/>	Total Acres For Payment: <input type="text"/>

Practice Code: Trees/Acres: Add

Practice Code	Trees/Acres	
1	500	Edit Delete
10	500	Edit Delete
11	100	Edit Delete

COC Signature Date: Month: Day: Year: Calendar

Remarks:

Calculate totals for payment

Submit Data And Continue To Part D - Payment Eligibility Submit Data And Exit To Main Menu

Cancel and Return to Main Menu

--*

*--229 COC Action (Continued)

C Fields

The following provides the field descriptions and actions for the TAP - Part C - COC Action Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Crop Name	The crop associated with the stand.	
Stand No	The stand number.	
Share	The producer's share of the crop.	
Total Determined Trees in Stand	Manual entry.	Enter the number of trees in the stand as determined by COC.
Total Determined Damaged Trees in Stand	Manual entry.	Enter the number of damaged trees in the stand as determined by COC. Note: This entry cannot exceed total determined trees in stand.
Total Trees for Payment	Calculated by multiplying: <ul style="list-style-type: none"> • Total Determined Damaged Trees in Stand, times • 85 percent. Note: If the 15 percent loss threshold has not been met, the Total Trees for Payment will be calculated as zero.	
Total Determined Acres in Stand	Manual entry.	Enter the number of acres in the stand as determined by COC.
Total Determined Damaged Acres in Stand	Manual entry.	Enter the number of damaged acres in the stand as determined by COC. Note: This entry cannot exceed total determined acres in stand.

--*

*--229 COC Action (Continued)

C Fields (Continued)

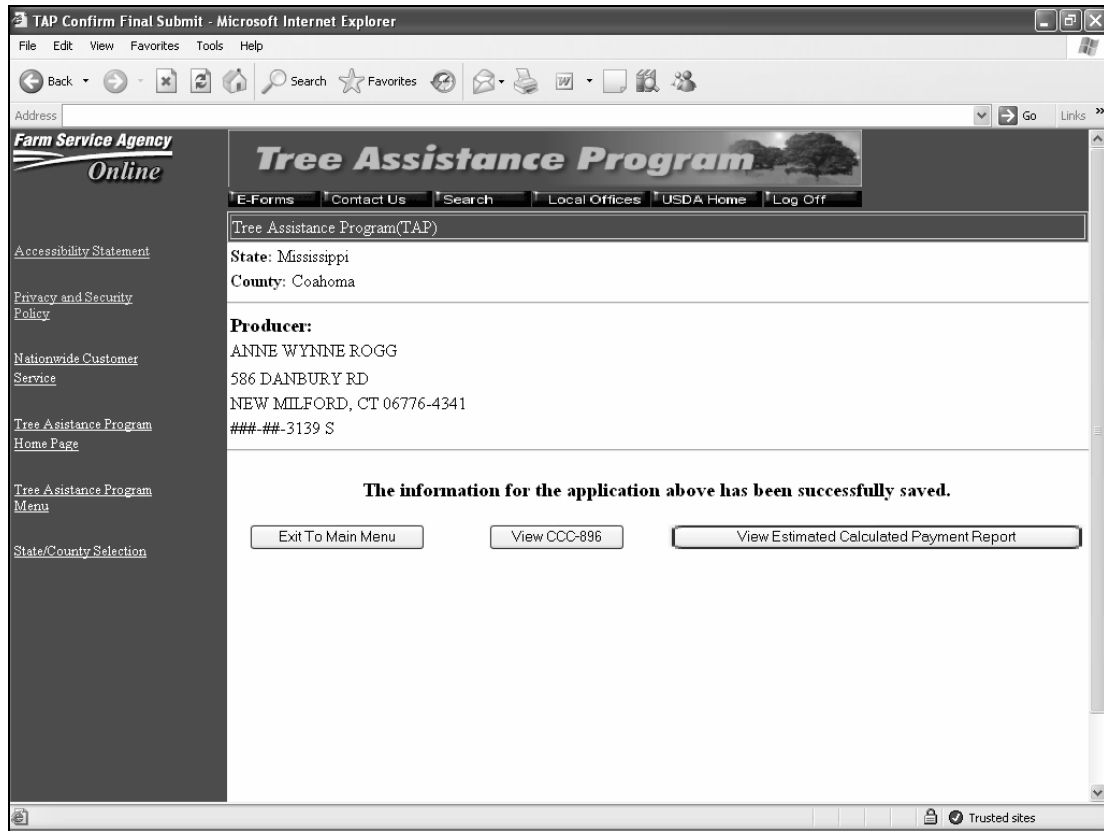
Field	Description	Action
Total Acres for Payment	<p>Calculated by multiplying:</p> <ul style="list-style-type: none"> Total Determined Damaged Acres in Stand, times 85 percent. <p>Note: If the 15 percent loss threshold has not been met, the Total Acres for Payment will be calculated as zero.</p>	
Practice Code	Manual selection.	Select the COC determined practice code from the drop-down menu.
Trees/Acres	Manual entry.	Enter the COC determined number of trees or acres for the practice code.
Add	Adds the practice code and corresponding trees/acres to the producer's application.	
Practice Code	The practice code will be displayed once the user selects to add practice code information to the producer's application.	
Trees/Acres	The trees/acres will be displayed once the user selects to add practice code information to the producer's application.	
Edit	Allows the user to edit the COC determined practice code information.	
Delete	Deletes the COC determined practice code and corresponding trees/acres.	
COC Signature Date	Manual entry.	Enter the date the COC representative signed CCC-896, Part C.
Remarks	Manual entry.	Type free form text based on remarks entered on CCC-896 by the COC representative.
Calculate Totals for Payment	<p>Calculates the following fields:</p> <ul style="list-style-type: none"> Total Trees for Payment Total Acres for Payment. 	
Submit Data and Continue to Part D – Payment Eligibility	Continues with the application and displays the TAP - Part D - Payment Eligibility Screen. See paragraph 230.	
Submit Data and Exit to Main Menu	Confirm Final Submit Screen will be displayed. See paragraph 228 for more information.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without saving data entered on the TAP - Part C - COC Action Screen.	

--*

*--229 COC Action (Continued)

D Confirm Final Submit Screen

Following is an example of the Confirm Final Submit Screen.



E Fields

The following provides the field descriptions and actions for the Confirm Final Submit Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Exit to Main Menu	Returns the user to the TAP Hurricane Main Menu.	
View CCC-896	Displays the producer's CCC-896.	
View Estimated Calculated Payment Report	Displays the producer's Estimated Calculated Payment Report.	

--*

***--230 Payment Eligibility**

A Overview

The TAP - Part D - Payment Eligibility Screen will be displayed once the user selects “Submit Data and Continue to Part D – Payment Eligibility” on the TAP - Part C - COC Action Screen. The TAP - Part D - Payment Eligibility Screen shall be used to record the following:

- trees/acres completed for each practice
- actual cost of each practice.

B TAP - Part D - Payment Eligibility Screen

Following is an example of the TAP - Part D - Payment Eligibility Screen.

Farm Service Agency Online

Tree Assistance Program

E-Forms | Contact Us | Search | Local Offices | USDA Home | Log Off

Tree Assistance Program(TAP) - Part D-Payment Eligibility

State: Mississippi
County: Coahoma

Producer:
ANNE WYNNE
NEW MILFORD, CT 06776-4341

Crop Name: Almonds Stand No: 1 Share: 1.0000		
Practice Code	Trees/Acres Completed	Actual Cost
1	<input type="text"/>	\$ <input type="text"/>
10	<input type="text"/>	\$ <input type="text"/>
14	<input type="text"/>	\$ <input type="text"/>
Total		\$0

Producer Signature Date: Month: Day: Year: [Calendar](#)

COC Signature Date: Month: Day: Year: [Calendar](#) Approved Disapproved

--*

***--230 Payment Eligibility (Continued)**

C Fields

The following provides the field descriptions and actions for the TAP - Part D - Payment Eligibility Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Crop Name	The crop associated with the stand.	
Stand No	The stand number.	
Share	The producer's share of the crop.	
Practice Code	The COC determined trees in the stand.	
Trees/Acres Completed	Manual entry.	Enter the number of trees/acres that the producer completed for each practice. Note: This entry cannot exceed trees/acres for payment.
Actual Cost	Manual entry.	Enter the actual cost for completing the practice.
Total	The total actual cost for all practices.	
Producer Signature Date	Manual entry.	Enter the date the producer signed CCC-896, Part D.
COC Signature Date	Manual entry.	Enter the date the COC representative signed CCC-896, Part D.
Approved/Disapproved	Manual entry.	Click the applicable block.
Calculate Totals	Calculates the total actual cost.	
Submit Data and Exit to Main Menu	The Confirm Final Submit Screen will be displayed. See subparagraphs 229 D and E for more information.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without saving data entered on the TAP - Part D - Payment Eligibility Screen.	

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231-240 (Reserved)

***--Section 3 Modify Application**

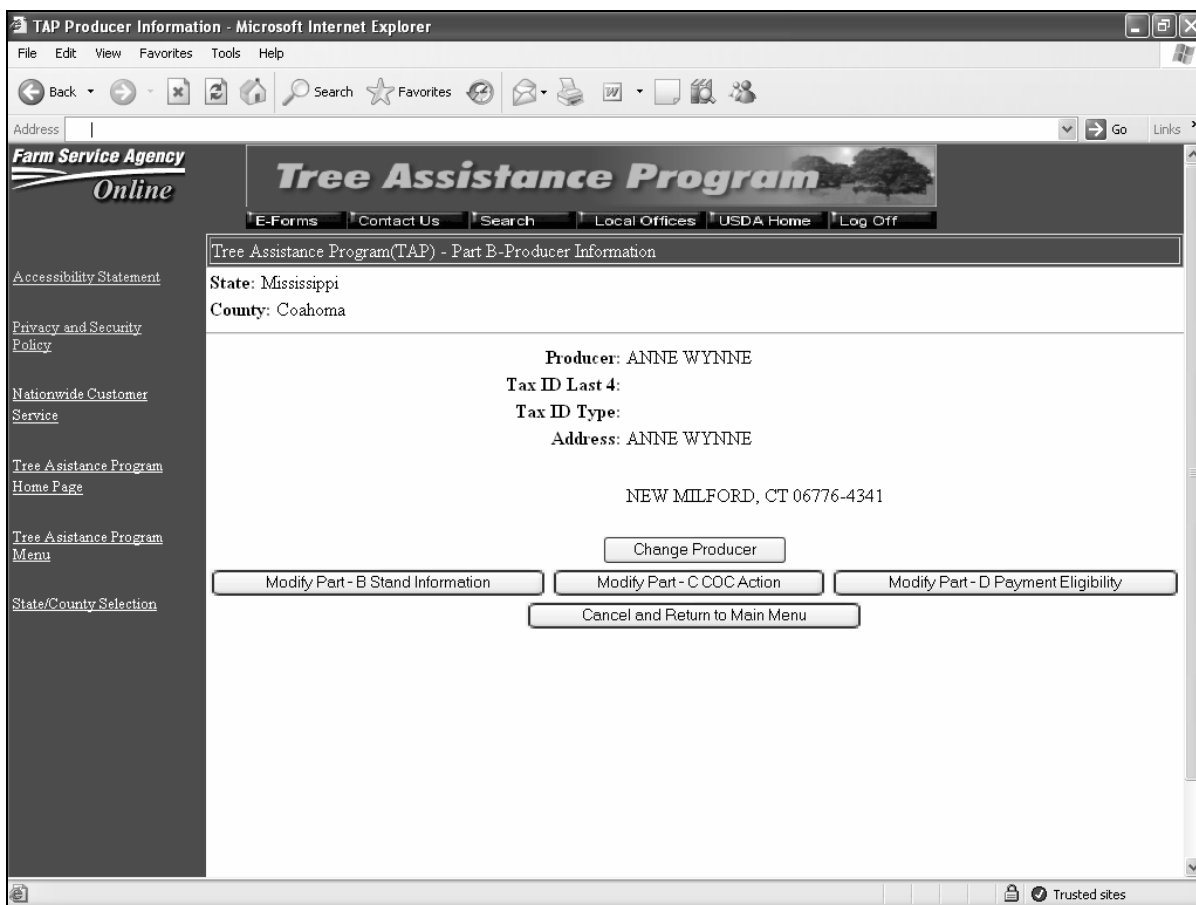
241 Modifying an Application

A Overview

The TAP - Part B - Producer Information Screen will be displayed once the user clicks “Modify Application” on the 2005 Hurricanes TAP Main Menu. The modify option shall be used to modify an existing application.

B TAP - Part B - Producer Information Screen

Following is an example of the TAP - Part B - Producer Information Screen.



--*

***--241 Modifying an Application (Continued)**

C Fields

The following provides the field descriptions and actions for the TAP - Part B - Producer Information Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Tax ID Last 4	The last 4 digits of the producer's tax ID number.	
Tax ID Type	The tax ID type.	
Address	The producers address.	
Change Producer	Returns the user to SCIMS to select a different producer.	Select a new producer.
Modify Part – B Stand Information	The TAP - Part B - Stand Information Screen will be displayed. Allows the user to modify Part B – Stand Information. Note: If there is no application on file for the producer, then an error message will be displayed.	
Modify Part – C COC Action	The TAP - Part C - COC Action Screen will be displayed. Allows the user to modify Part C – COC Action. Note: If there is no application on file or Part B is incomplete for the producer, then an error message will be displayed.	
Modify Part – D Payment Eligibility	The TAP - Part D - Payment Eligibility Screen will be displayed. Allows the user to modify Part D – Payment Eligibility. Note: If there is no application on file or Part C is incomplete, then an error message will be displayed.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu.	

--*

242-250 (Reserved)

***--Section 4 Delete Application**

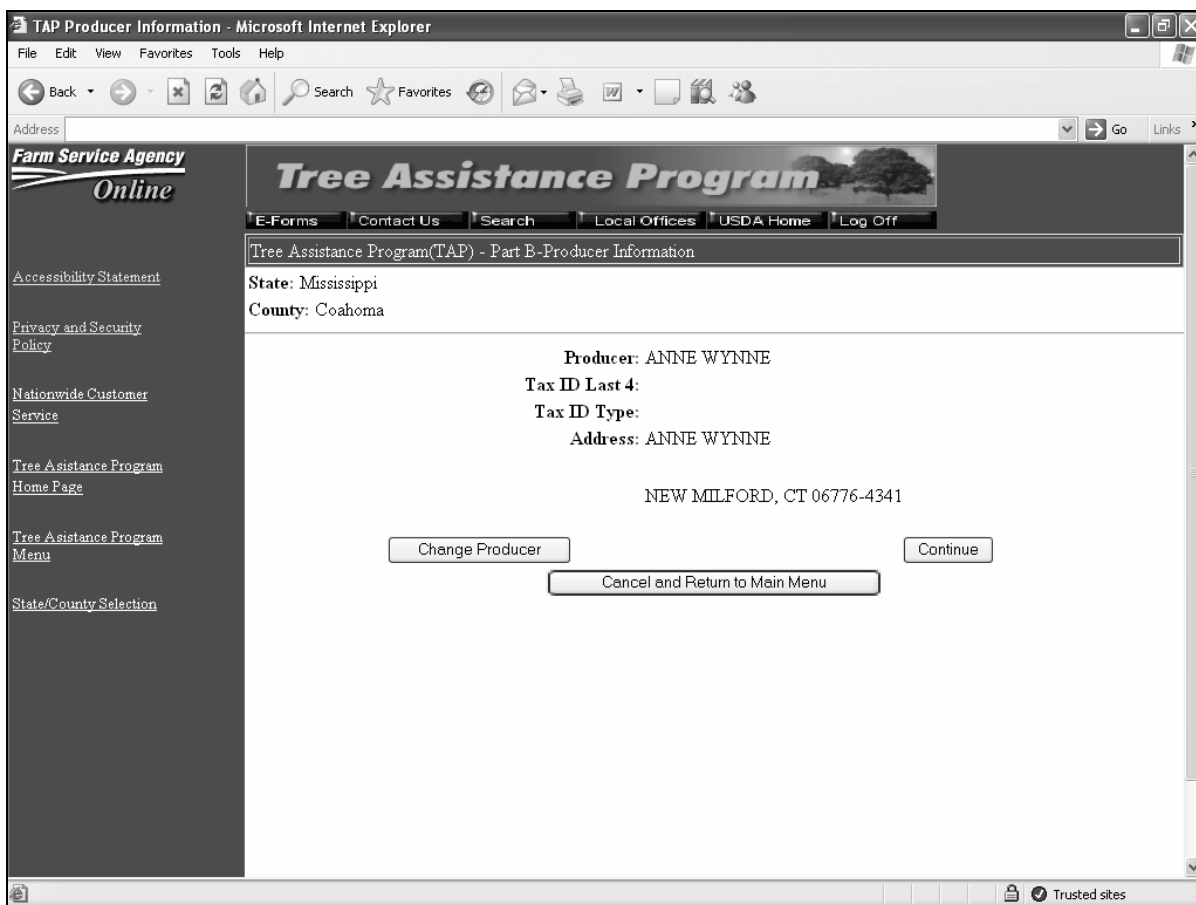
251 Confirming Producer

A Overview

The TAP - Part B - Producer Information Screen will be displayed once the user clicks “Delete Application” on the 2005 Hurricanes TAP Main Menu. The delete option shall be used to delete an existing application.

B TAP - Part B - Producer Information Screen

Following is an example of the TAP - Part B - Producer Information Screen.



--*

***--251 Confirming Producer (Continued)**

C Fields

The following provides the field descriptions and actions for the TAP - Part B - Producer Information Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Tax ID Last 4	The last 4 digits of the producer's tax ID number.	
Tax ID Type	The tax ID type.	
Address	The producers address.	
Change Producer	Returns the user to SCIMS to select a different producer.	Select a new producer.
Continue	The Confirm Delete Screen will be displayed. See paragraph 252.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu.	

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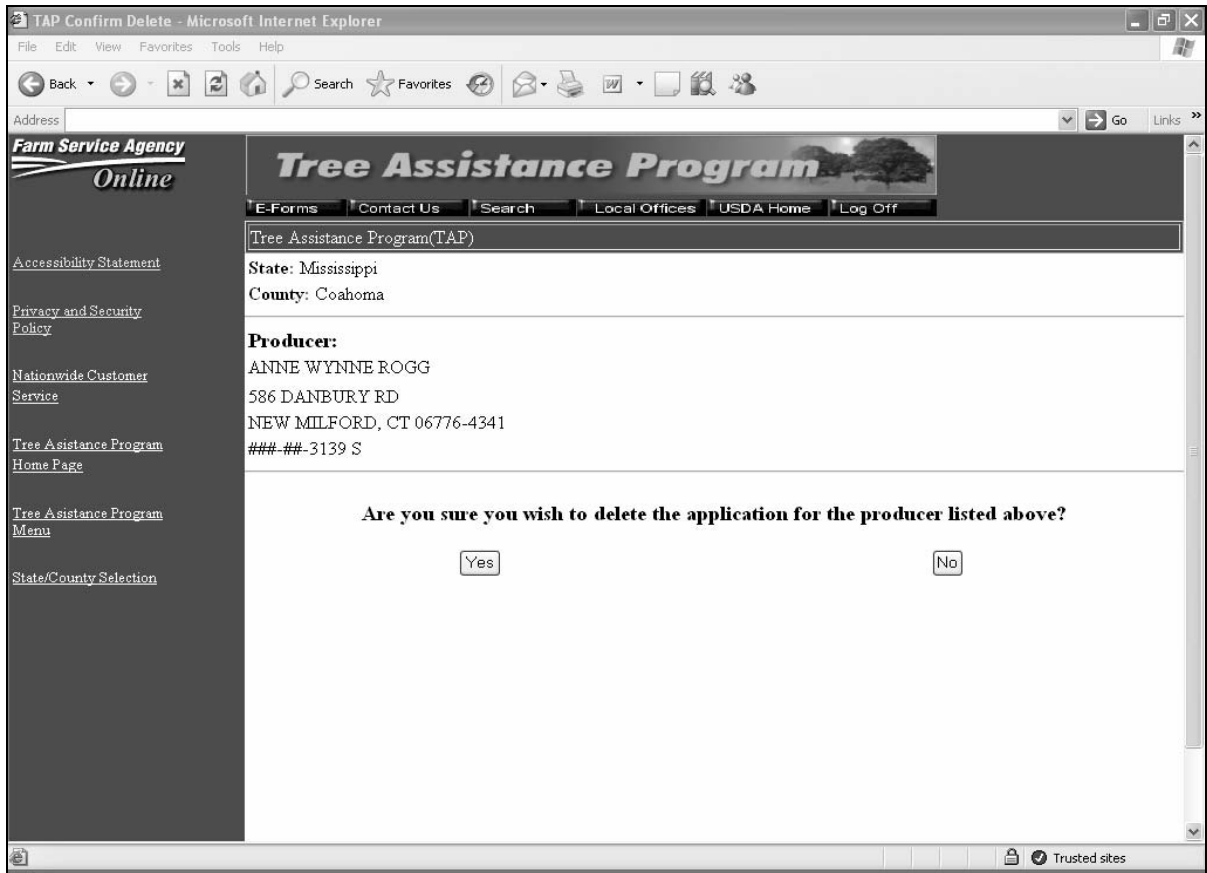
*--252 Confirm Delete

A Overview

The Confirm Delete Screen will be displayed once the user clicks “Continue” on the TAP - Part B - Producer Information Screen. The Confirm Delete Screen shall be used to indicate whether the producer’s application shall be deleted.

B Confirm Delete Screen

Following is an example of the Confirm Delete Screen.



--*

***--252 Confirm Delete (Continued)**

C Fields

The following provides the field descriptions and actions for the Confirm Delete Screen.

Field	Description	Action
State	The State to which the producer is associated.	
County	The county to which the producer is associated.	
Producer	The producer for which CCC-896 is being loaded.	
Yes	Deletes the producer's CCC-896.	
No	Returns the user to the TAP Hurricane Main Menu without deleting the producer's CCC-896.	
Cancel and Return to Main Menu	Returns the user to the TAP Hurricane Main Menu without deleting the producer's CCC-896.	

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253-260 (Reserved)

***--Section 5 Bulk Application Approvals**

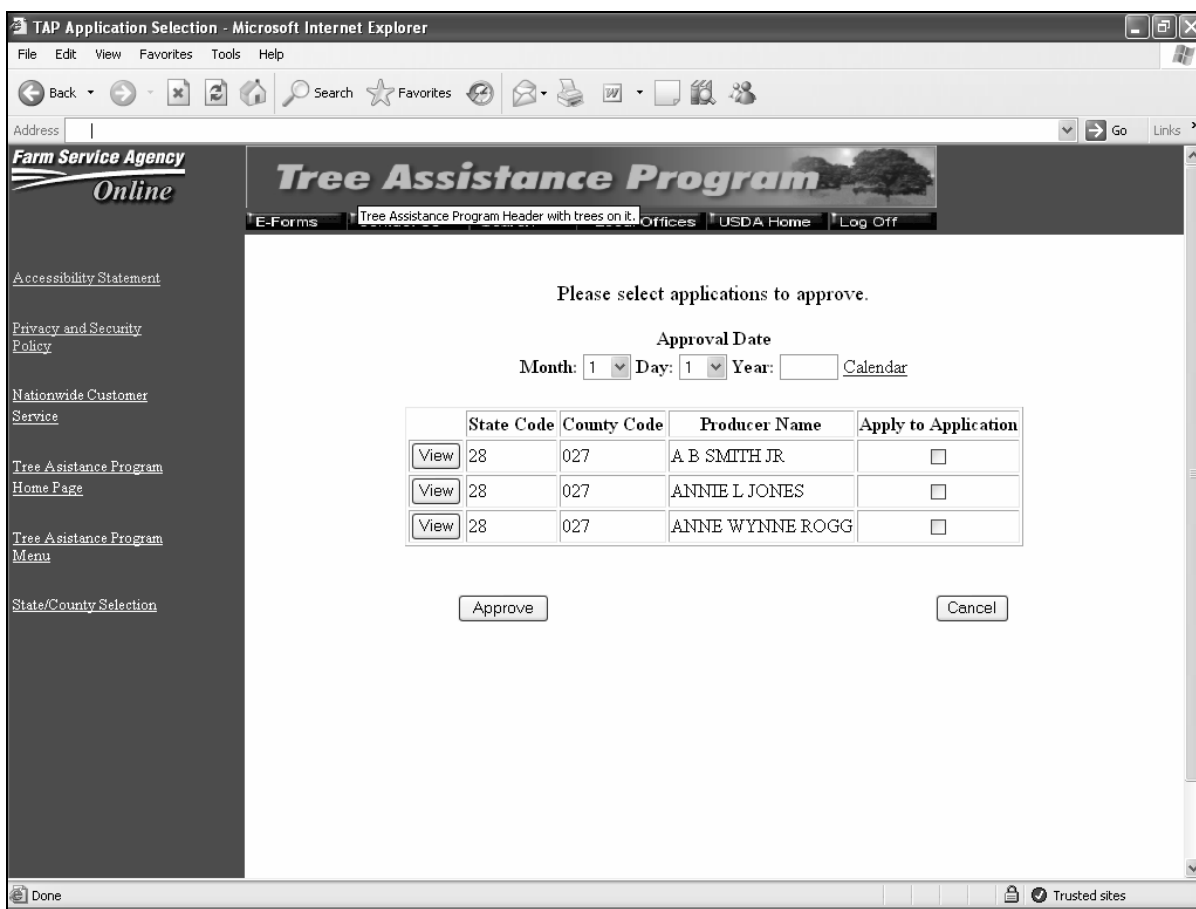
261 CCC-896 Bulk Approval Process

A Overview

A process to enter the same approval date to multiple applications is available. To access the bulk CCC-896 approval process, CLICK “Approve Applications” on the TAP Hurricane Main Menu.

Note: The CCC-896 approval date can also be entered on the TAP - Part D - Payment Eligibility Screen.

Following is an example of the Bulk Approval Screen.



The producer signature date must be entered in Part D – Payment Eligibility for the application to be included in the bulk approval process.--*

***--261 CCC-896 Bulk Approval Process (Continued)**

B Fields

The following provides the field descriptions and actions for the Bulk Approval Screen.

Field	Description	Action
Approval Date	Manual entry.	Enter the approval date to apply to the applications. Note: Only 1 date can be entered at a time.
View	Displays the producer’s CCC-896.	
State Code	State code of the producer.	
County Code	County code of the producer.	
Producer Name	Producer for which the application is being approved.	
Apply to Application	Manual entry.	Click the “Apply to Application” block for each application that the approval date applies to.
Approve	Applies the approval date to all applications that have been selected. TAP Hurricane Main Menu will be displayed.	
Cancel	All selections will be canceled and the user will be returned to the TAP Hurricane Main Menu.	

--*

***--262 CCC Representative Electronic Approval**

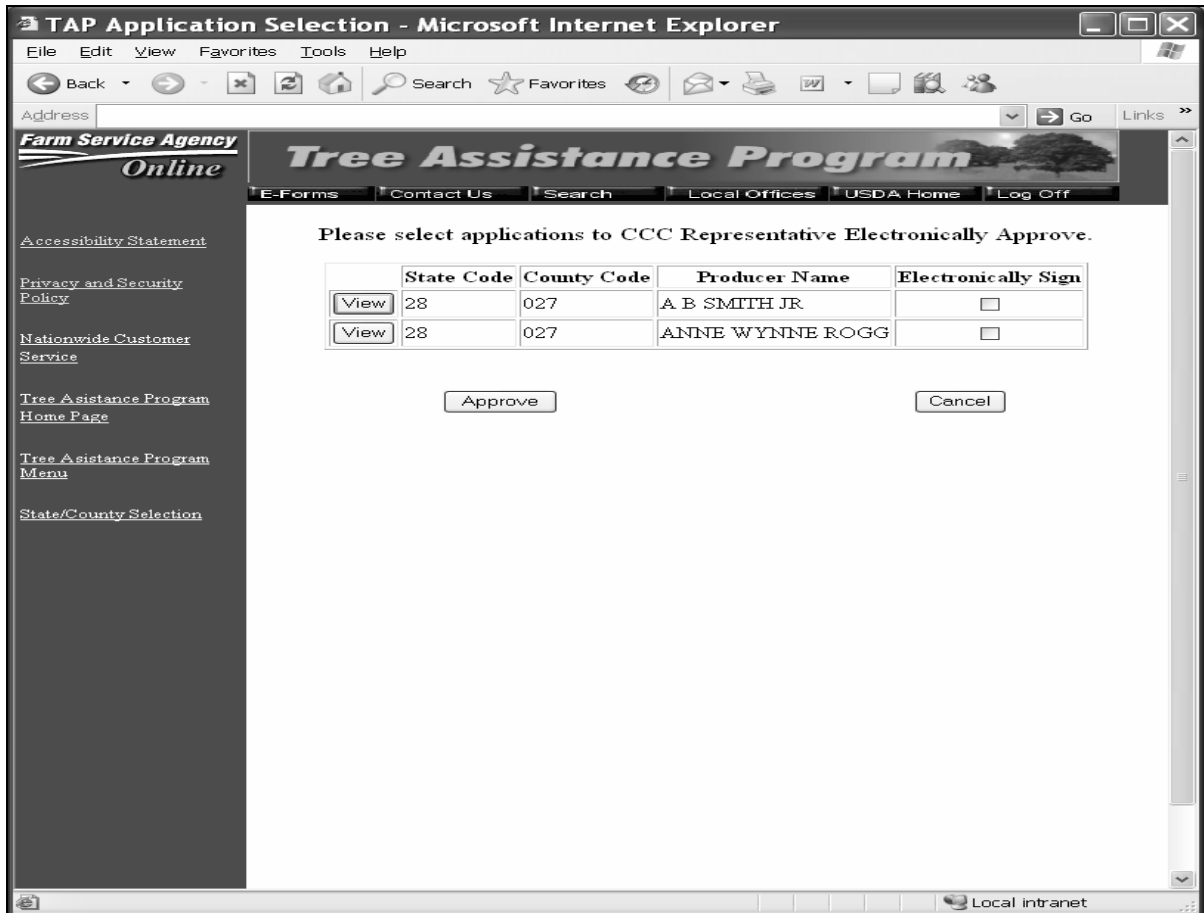
A Overview

An electronic CCC-896 approval process is available. All FSA County Office employees will have access to the CCC representative electronic approval process; however, **only those employees that are designated to approve CCC-896's shall access and electronically approve CCC-896.**

A process to enter the same approval date to multiple applications is available. To access the multiple CCC-896 approval process, **CLICK "Approve Applications"** on the TAP Hurricane Main Menu.

Note: The CCC-896 approval date can also be entered on the TAP - Part D - Payment Eligibility Screen.

Following is an example of the CCC Representative Electronically Approval Screen.



The producer signature date must be entered in Part D – Payment Eligibility for the application to be included in the CCC representative electronic approval process.--*

***--262 CCC Representative Electronic Approval (Continued)**

B Fields

The following provides the field descriptions and actions for the CCC Representative Electronically Approval Screen.

Field	Description	Action
View	Displays the producer's CCC-896.	
State Code	State code of the producer.	
County Code	County code of the producer.	
Producer Name	Producer for which the application is being approved.	
Electronically Sign	Manual entry.	Authorized CCC representative shall click the "Electronically sign" block when electronically approving the producer's CCC-896.
Approve	Applies the current date to all applications that have been selected. The TAP Hurricane Main Menu will be displayed.	
Cancel	All selections will be canceled and the user will be returned to the TAP Hurricane Main Menu.	

--*

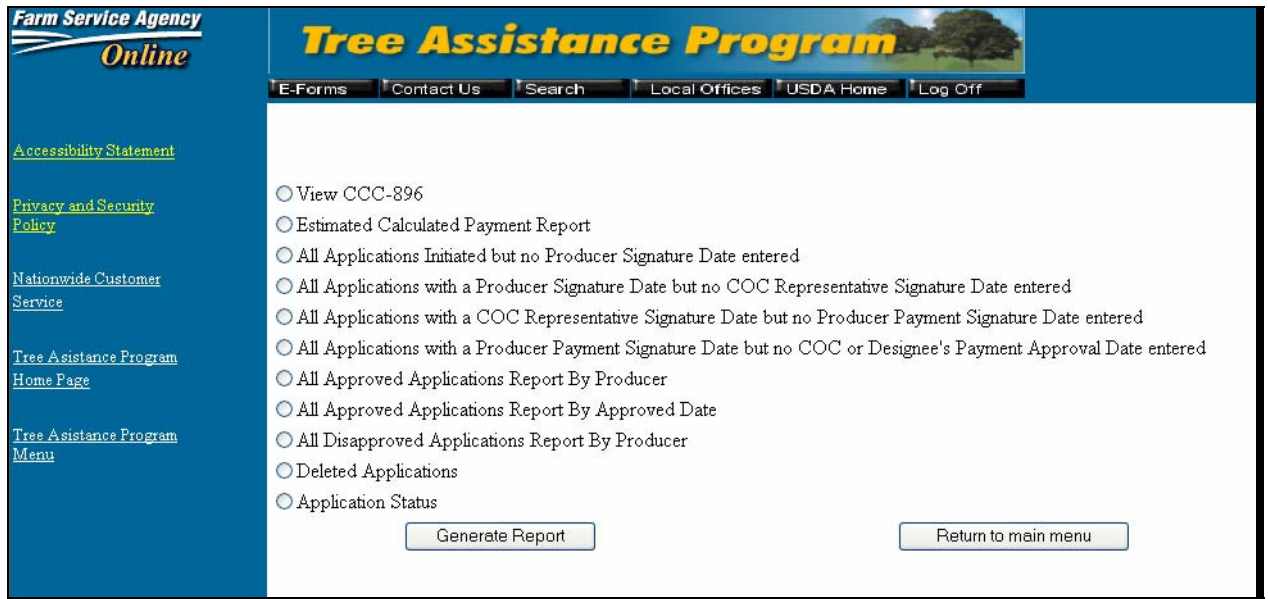
263-270 (Reserved)

***--Section 6 TAP Reports**

271 Reports

A Overview

Several standard reports are being provided for County Offices to use as tools for TAP signup. To access the Report Selection Menu, CLICK “Reports” on the TAP Hurricane Main Menu. Following is an example of the Report Selection Menu.



Note: Reports will be displayed as a view with the option to print.--*

271 Reports (Continued)

B Descriptions of Reports

The following provides the report and data elements on the report. Only 1 report can be selected at a time. The report will be displayed in Acrobat Reader and can be printed if needed.

Report	Action	Result
View CCC-896	Select report and PRESS "Generate Report"	Pre-filled CCC-896 will be displayed.
Estimated Calculated Payment Report		The SCIMS Producer Selection Screen will be displayed. Select a producer and the Estimated Calculated Payment Report will be displayed.
All Applications Initiated but no Producer Signature Date entered		Report will be displayed identifying applications where the producer signature date has not been entered in CCC-896, Part B.
All Applications with a Producer Signature Date but no COC Representative Signature Date entered		Report will be displayed identifying applications where the COC representative signature date has not been entered in CCC-896, Part C.
All Applications with COC Representative Signature Date but no Producer Payment Signature Date entered		Report will be displayed identifying applications where the producer signature date has not been entered in CCC-896, Part D.
All Applications with a Producer Payment Signature Date but no COC or designee's Payment Approval Date entered		Report will be displayed identifying applications where the COC or designee's signature date has not been entered in CCC-896, Part D.
All Approved Applications Report By Producer		Report will be displayed identifying all approved applications. The report will be printed in producer order.
All Approved Applications Report By Approved Date		Report will be displayed identifying all approved applications. The report will be printed in approval date order.
All Disapproved Applications Report By Producer		Report will be displayed identifying all disapproved applications. The report will be printed in producer order.
Deleted Applications		Report will be displayed identifying all deleted applications.
Application Status		Report will be displayed providing a summary of status information for all applications in the county.

***--272 CCC-896E, Estimated Calculated Payment Report**

A Introduction

CCC-896E is computer-generated and will display producer estimated calculated payment amounts based on data entered on CCC-896.

B Information on CCC-896E

The following provides detailed descriptions of information that will be displayed on CCC-896E.

Field	Description	CCC-896, Item
Producer Name, Address, and ID Number	Producer name, mailing address, and last 4 digits of the ID number.	4A
Application Status	The status of the application: signed, approved, or disapproved.	
Maximum Projected Payment Amount		
Stand Number	County Office assigned sequential stand number.	7
Crop Name	Crop for which producer is applying for 2005 Hurricane TAP.	6
Total Determined Trees in Stand	Number of trees in the stand as determined by COC.	18
Total Determined Damaged Trees in Stand	Number of damaged trees in the stand as determined by COC.	19
Total Trees for Payment	Determined by multiplying "Total Determined Damaged Trees in Stand" times 85 percent. Note: If the percentage of "Total Determined Damaged Trees in Stand" is less than 15 percent of the "Total Determined Trees in Stand", the "Total Trees for Payment" will be zero.	20
Total Determined Acres in Stand	Number of acres in stand as determined by COC.	21
Total Determined Damaged Acres in Stand	Number of damaged acres in the stand as determined by COC.	22

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*--272 CCC-896E, Estimated Calculated Payment Report (Continued)

B Information on CCC-896E (Continued)

Field	Description	CCC-896, Item
Total Acres for Payment	Determined by multiplying “Total Determined Damaged Acres in Stand” times 85 percent. Note: If the percentage of “Total Determined Damaged Acres in Stand” is less than 15 percent of the “Total Determined Acres in Stand”, the “Total Acres for Payment” will be zero.	23
Practice Code	COC determined practice code for the stand.	24
Approved Trees/Acres for Payment	The number of trees/acres approved by COC for each practice.	25
Producer Share	The producer’s share of the stand.	8
Maximum Practice Rate	The maximum rate approved for the practice.	
Maximum Projected Payment Amount	The maximum amount of the payment calculated for each practice. The amount is calculated by multiplying the following: <ul style="list-style-type: none"> • “Approved Trees/Acres for Payment” times • “Producer Share” times • “Maximum Practice Rate” for practice. 	
Practice Codes	A table of the: <ul style="list-style-type: none"> • approved practice codes and their designation • maximum approved rate for each practice. 	

*--272 CCC-896E, Estimated Calculated Payment Report (Continued)

B Information on CCC-896E (Continued)

Field	Description	CCC-896, Item
Actual Payment Costs This section will be generated on CCC-896E after the actual costs have been entered on CCC-896.		
Stand Number	County Office assigned sequential stand number.	29
Crop Name	Crop for which producer is applying for 2005 Hurricane TAP.	28
Practice Code	COC determined practice code for the stand.	31
Tree/Acres Completed	The number of "Trees/Acres Completed" by the producer for each practice.	32
Actual Cost	The actual cost for the practice from documentation received from the producer.	33 A
Producer Share	The producer's share of the stand.	30
Actual Costs for Practice	The actual cost of the practice is based upon "Producer Share". The amount is calculated by multiplying the following: <ul style="list-style-type: none"> • "Actual Cost" times • "Producer Share" times • "Maximum Practice Rate" for practice. 	
Total Actual Costs	This is the total amount for all "Actual Costs for Practice".	
Amount of Actual Costs Eligible for Payment	This is the amount of actual costs eligible for payment. The amount is calculated by multiplying the: <ul style="list-style-type: none"> • "Total Actual Costs", times • 75 percent. 	

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273-280 (Reserved)

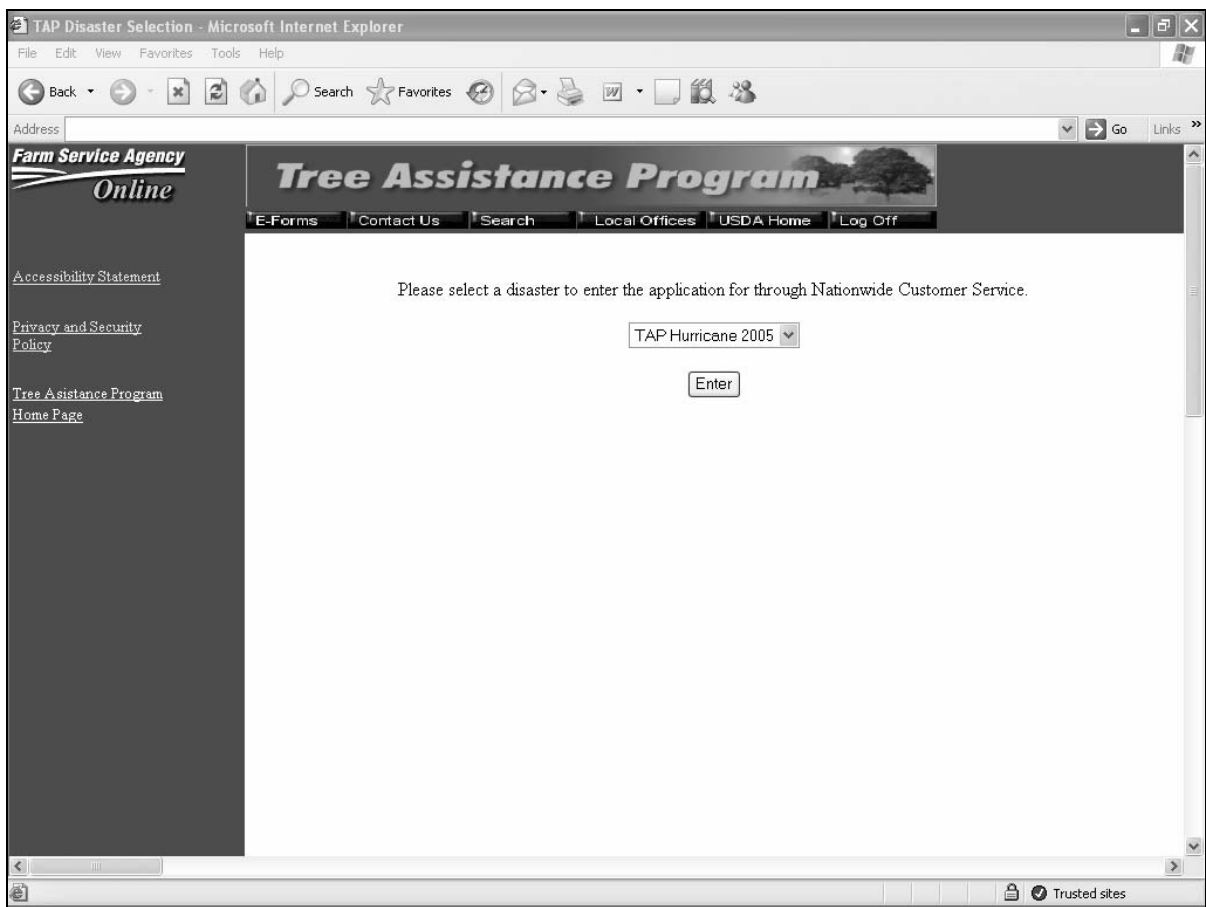
*--Section 7 Nationwide Customer Service

281 Nationwide Customer Service

A Overview

The web-based TAP software will allow for nationwide customer service. State and County Offices will have the ability to access and load an application for any producer nationwide. This service will be extremely beneficial for producers who were displaced because of hurricanes, travelers, etc. County Office employees loading nationwide applications will have limited authority.

Nationwide customer service can be accessed by clicking “Nationwide Customer Service” from the left menu bar. The Disaster Selection Screen will be displayed. Following is an example of the Disaster Selection Screen.

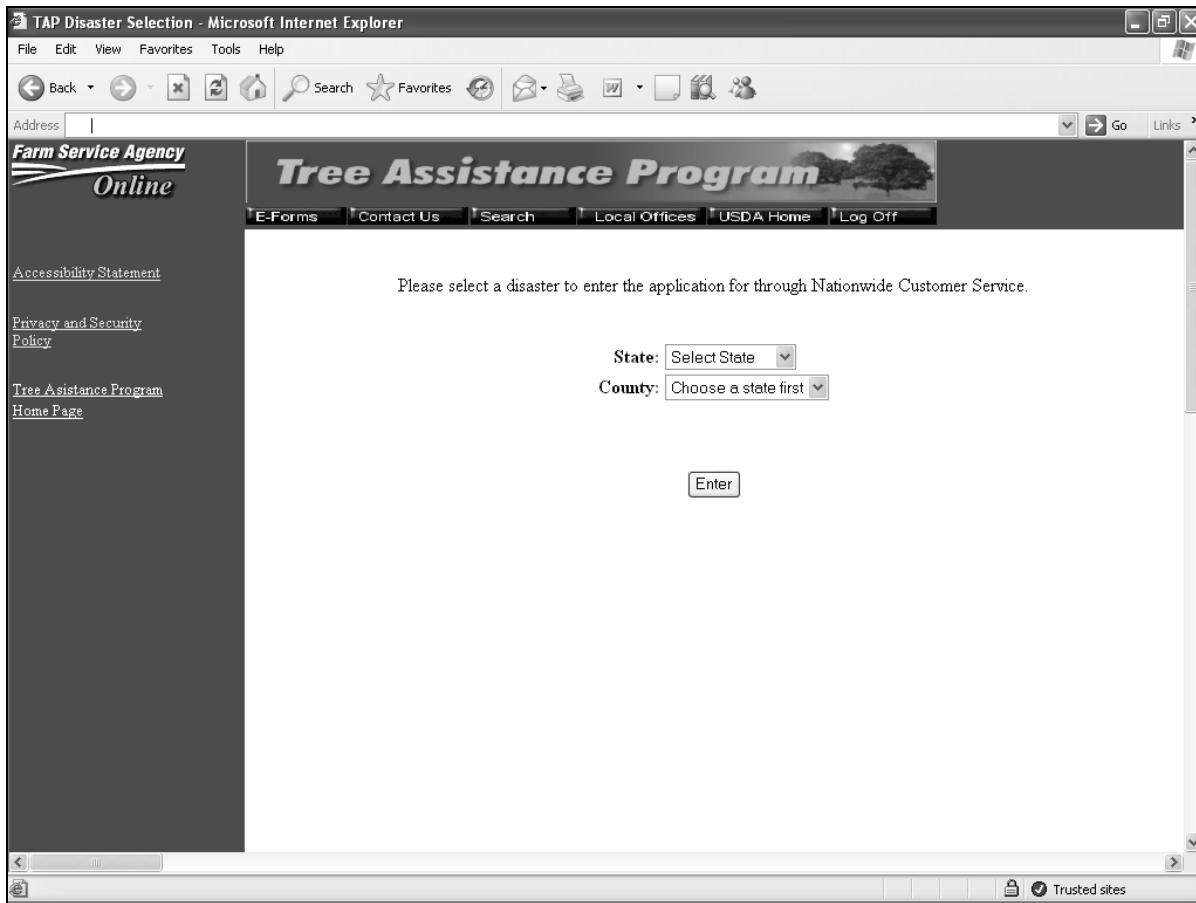


To access nationwide customer service for 2005 Hurricanes TAP, select “TAP Hurricane 2005” from the drop-down menu, and CLICK “Enter”. The State and County Selection Screen will be displayed.--*

*--281 Nationwide Customer Service (Continued)

B State and County Selection Screen

Following is an example of the State and County Selection Screen that will be displayed when selecting nationwide customer service.



The following provides field descriptions and actions to be taken on the State and County Selection Screen.

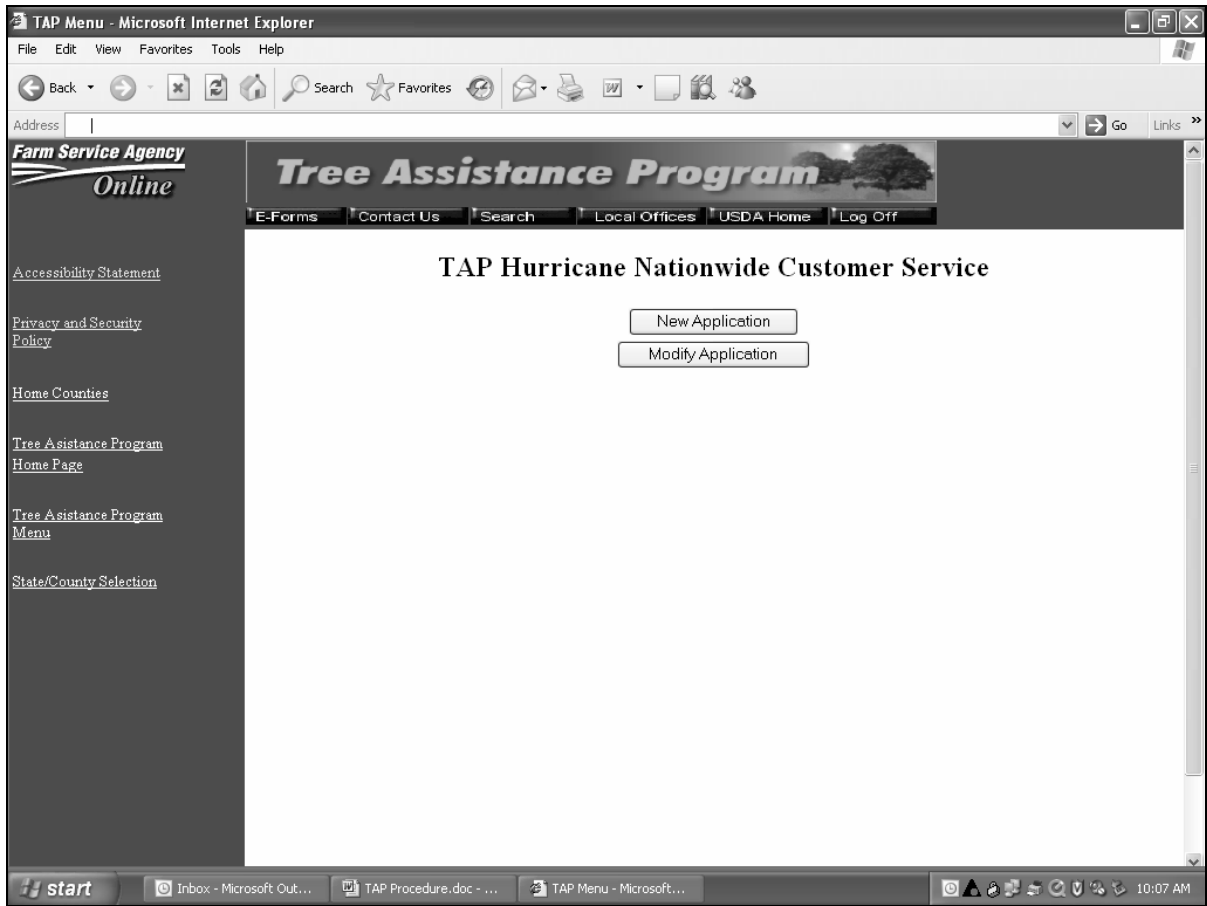
Field/Button	Description	Action
State	Drop-down menu with names of the States eligible for 2005 Hurricanes TAP.	Select the applicable State. Note: Only 1 State can be selected at a time.
County	Drop-down menu with names of the counties applicable to the State selected that are eligible for 2005 Hurricanes TAP.	Select the applicable county. Note: Only 1 county can be selected at a time.
Enter	TAP Hurricane Nationwide Customer Service Screen will be displayed.	

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*--281 Nationwide Customer Service (Continued)

C TAP Hurricane Nationwide Customer Service Screen

Following is an example of the TAP Hurricane Nationwide Customer Service Screen.



The following provides field descriptions and actions to be taken on the TAP Hurricane Nationwide Customer Service Screen.

Field/Button	Description	Action
New Application	SCIMS Customer Search Page will be displayed.	Select a producer. TAP - Part B - Stand Information Screen will be displayed.
Modify Application		Select a producer. TAP - Part B - Producer Information Screen will be displayed.

--*

281 Nationwide Customer Service (Continued)**D TAP - Part B - Stand Information Screen**

The functionality of the TAP - Part B - Stand Information Screen in the nationwide customer service section is the same as the applications being loaded in the home County Offices except users cannot continue to CCC-896, Part C. CCC-896, Part C must be completed in the producer's home County Office.

See paragraph 226 for the functionality of the TAP - Part B - Stand Information Screen.

E TAP - Part B - Practice Information Screen

The functionality of the TAP - Part B - Practice Information Screen in the nationwide customer service section is the same as applications being loaded in the home County Offices, except CCC-896, Part C cannot be loaded. CCC-896, Part C must be completed in the producer's home County Office.

See paragraph 227 for the functionality of the TAP - Part B - Practice Information Screen.

F TAP - Part D - Payment Eligibility Screen

The functionality of the TAP - Part D - Payment Eligibility Screen in the nationwide customer service section is the same as applications being loaded in the home County Offices, except COC approval date cannot be entered. Applications must be approved in the producer's home County Office.

See paragraph 230 for the functionality of the TAP - Part D - Payment Eligibility Screen.

G County Office Action

County Offices that process nationwide customer service applications must:

- immediately FAX a copy of the signed CCC-896 to the producer's home County Office
- mail the original signed CCC-896 to the producer's home County Office
- maintain a copy of the signed CCC-896.

282-299 (Reserved)

--Section 8 Basic 2005 Hurricane TAP Payment Processing*300 General Payment Provisions****A Introduction**

This section contains payment provisions that apply to 2005 Hurricane TAP.

B Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payment **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for 2005 Hurricane TAP benefits. Payment shall be issued to the individuals or entities requesting payment using the deceased, incompetent, or disappeared producer's ID number. A revised CCC-896 is **not** required to be completed when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

2005 Hurricane TAP payments are subject to administrative offset provisions.

D Assignments

A producer entitled to a 2005 Hurricane TAP payment may assign payments according to 63-FI.

E Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting a 2005 Hurricane TAP program benefit.

Contact the OGC Regional Attorney for guidance on issuing 2005 Hurricane TAP payments on all bankruptcy cases.

F Funds Control for 2005 Hurricane TAP Payments

Although there is no funding limit for 2005 Hurricane TAP, the funds control process will be used to allocate funds to each County Office through State Offices. Initial amounts will be set for each State and County Office by the National Office, based upon the application data uploaded from local offices.--*

***--300 General Payment Provisions (Continued)**

G Determining Payment Eligibility

The payment process reads the eligibility file to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, then the individual or entity will be listed on the nonpayment register with the applicable message. Eligibility flags must be updated before the producer or member can be paid. These flags should accurately reflect COC determinations.

The following identifies:

- eligibility provisions applicable to 2005 Hurricane TAP
- which flags are used to determine producer eligibility
- flags that reflect producer or member eligibility or ineligibility.

Important: 2005 eligibility file information will be used for determining 2005 Hurricane TAP payment eligibility.

Eligibility Field	Eligible Flags	Ineligible Flags	Flags Requiring Other Determinations
Person Determination	Y	N, P, Blank	
Controlled Substance	Y	N	
6-CP	Y	N	B
AD-1026	Y	N, A, F	
Fraud, Including FCIC	Y	N	

Notes: A “B” flag in the 6-CP field indicates that the producer is associated with a farm that is in violation of HEL, but has been determined to meet the landlord/tenant exception established in 6-CP.

To ensure that the eligibility file is updated correctly, the County Office shall complete CCC-770 Eligibility according to 3-PL and CCC-770 TAP according to paragraph 176.--*

--300 General Payment Provisions (Continued)*H Payments Less Than \$1**

The 2005 Hurricane TAP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

I Prompt Payment Due Dates

2005 Hurricane TAP payments are subject to the Prompt Payment Act. A prompt payment interest penalty payment is due if the payment is not issued within 30 calendar days from the later of the following:

- payment software is made available for issuing payments.
- date the producer provides a properly completed application and all supporting documentation required to issue the payment.

See 61-FI for additional information on handling prompt payment interest penalties.

J Payment Limitation Rule

Payment limitation does **not** apply to 2005 Hurricane TAP payments.--*

***--301 Payment Calculation Information**

A 2005 Hurricane TAP Payment Rates

The following payment rates have been established by DAFP as the maximum rates payable by practice to eligible owners.

Note: STC may establish rates lower than the rates established in this subparagraph. The rates established by STC shall not exceed the maximum rates established by DAFP.

Practice Code	Practice	Maximum Rates
01	Fruit and nut tree replacement per tree	\$8
02	Fruit and nut tree rehabilitation per tree	\$15
03	Grape, kiwi, and passion fruit replacement per vine	\$4
04	Grape, kiwi, and passion fruit rehabilitation per vine.	\$3
05	Maple tree for syrup replacement per tree	\$8
06	Maple tree for syrup rehabilitation per tree	\$15
07	Nursery tree replacement per tree	\$5
08	Nursery tree rehabilitation per tree	\$3
09	2005 Hurricane TAP pecans rehabilitation, including pruning, site prep, and debris removal	\$40
10	Planting cost per eligible plant (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines	\$2
11	Pruning cost per eligible tree Notes: Applies to rehabilitation only. Does not apply to 2005 Hurricane TAP pecans.	\$7
12	Rehabilitation cost per eligible plant (including Christmas trees and ornamental trees) and bushes (including shrubs) Note: Research indicates that potted trees are not ordinarily rehabilitated but are replaced.	\$4
13	Replacement cost per eligible plant (including Christmas trees, ornamental trees, potted trees) and bushes (including shrubs)	\$2
14	Site preparation per acre (including clean-up, tree and debris removal, and tillage) Note: Is not applicable to pecans. Site preparation is included in 2005 Hurricane TAP pecan rehabilitation.	\$500

B 2005 Hurricane TAP Payment Calculations

An eligible application must exceed a 15 percent loss as outlined in subparagraph 193 A. The amount of the TAP payment is the lesser of the following:

- Actual Cost **times** Producer Share **times** 75 percent
- Number of Damaged Trees/Acres **times** Producer Share **times** Practice Payment Rate **times** 85 percent.--*

--302 Issuing 2005 Hurricane TAP Payments*A Supporting Files for Integrated Payment Processing**

The 2005 Hurricane TAP payment process is an integrated process that reads a wide range of files to determine whether a payment should be issued and the amount that should be issued. For payments to be calculated correctly, all supporting files must be updated correctly, including the following:

- 2005 Hurricane TAP application files
- 2005 eligibility file to determine whether the producer is eligible for payment
- SCIMS to determine the following:
 - producer's name and address
 - if a producer:
 - has elected to receive payment by direct deposit
 - has an assignment or joint payee
 - is in bankruptcy status
 - has a claim or receivable
 - is dead, missing, or incompetent
- 2006 entity file for joint operations to determine the members of the joint operation and each member's share of the joint operation.--*

*--302 Issuing 2005 Hurricane TAP Payments (Continued)

B Prerequisites for Issuing Payments

Before issuing any payments, certain actions must be completed to ensure that the producer is eligible for payment. The following provides actions that must be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CCC-896 has been approved and approval date has been recorded into the system according to paragraphs 261 and 262.
2	Ensure that AD-1026 is on file for producers seeking benefits.
3	Ensure that “person” determinations are completed according to 1-PL for producers seeking benefits.
4	Ensure that all 2005 eligibility flags have been updated according to the determinations made by COC. See 3-PL. Note: See subparagraph 300 G for eligibility flags that apply to 2005 Hurricane TAP.
5	Ensure that the 2006 joint operation and entity files are updated correctly. See 2-PL.
6	Ensure that the system has been updated properly for producers with direct deposit. See 1-FI.
7	Ensure that the receivable, claim, or other agency claim flag is set to “Y” in the name and address file for producers with outstanding debts.
8	Ensure that all assignments and joint payees have been updated in the system.
9	Ensure that the bankruptcy flag is set to “Y” in the name and address file for producers in bankruptcy status. See 58-FI.

--*

***--302 Issuing 2005 Hurricane TAP Payments (Continued)**

C Accessing 2005 Hurricane TAP Payment Processing Menu

From Menu FAX250, access the 2005 Hurricane TAP Payment Processing Menu according to the following.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "14", "Hurricane Disaster Programs", and PRESS "Enter".
6	MHN0YR	ENTER "10", "Tree Assistance Program", and PRESS "Enter".
7	MHAON0	ENTER "1", "Issue Payments", and PRESS "Enter".

--*

***--302 Issuing 2005 Hurricane TAP Payments (Continued)**

D Processing 2005 Hurricane TAP Payments

County Offices shall issue 2005 Hurricane TAP payments according to the following.

Notes: County Offices **are not authorized** to issue typewritten checks.

If a condition occurs that prevents the payment from being issued through the automated payment software, then:

- County Offices shall immediately contact the State Office to explain the circumstances surrounding the situation
- State Offices shall:
 - provide guidance on correcting the condition preventing the payment from being issued
 - contact PECD if additional guidance is needed.

Failure to follow the provisions of this paragraph about typewritten checks could result in disciplinary action.

Step	Action	Result
1	Access the 2005 Hurricane TAP Payment Processing Menu according to subparagraph C.	
2	ENTER "1", "Issue Payments", and PRESS "Enter".	The Printer Selection Screen will be displayed.
3	The Printer Selection Screen allows the user to select the printer where the pending and nonpayment registers should be sent after payments have been computed. Enter the printer ID number and PRESS "Enter".	Producer Selection Screen MHAONA01 will be displayed.

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*--302 Issuing 2005 Hurricane TAP Payments (Continued)

D Processing 2005 Hurricane TAP Payments (Continued)

Step	Action	Result
4	Screen MHAONA01 provides users with the option to process payments for a specific producer or all producers according to the following.	
	Selection	Action
	Process payments for all producers.	ENTER "ALL" in the "Enter ALL for all Producers" field and PRESS "Enter".
Process payment for selected producer.	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. Note: If more than 1 producer is found on the name and address file matching the criteria entered, the Common Routine to Select ID Number Screen will be displayed, allowing the user to select the desired producer.	If the application file is on the system for 2005 Hurricane TAP, as applicable: <ul style="list-style-type: none"> • payments will be computed for the selected producer 2005 Hurricane TAP application, as applicable • the pending and nonpayment registers, as applicable, will be sent to the printer selected in step 3 • if calculated payments can be issued, Batch Check and Printing Control Screen will be displayed • if there are no payments that can be processed, a nonpayment register will be printed. The 2005 Hurricane TAP Payment Processing Menu will be redisplayed.
5	Batch Check and Printing Control Screen will be displayed when all payables for eligible producers have been calculated. Payables are sorted into the "B", "A", and "O" payment batches. On the Batch Check and Printing Control Screen, ENTER "Y" next to the applicable payment batch and PRESS "Enter" to continue the batch payment process.	The payables are passed through the accounting interface for processing. Complete the payment process and print the transaction statement(s) according to 6-FI.

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*--302 Issuing 2005 Hurricane TAP Payments (Continued)

E Example of Producer Selection Screen MHAONA01

Payments can only be processed by producer, however, a variety of options have been developed that provide flexibility in payment processing. Payments can be processed for:

- all producers
- a specific producer by entering the producer's last name, or the last 4 digits of the producer's ID number.

The following is an example of Screen MHAONA01.

```
MHxxxxx          000-COUNTY          SELECTION          MHAONA01
Selection Screen          Version: AE36  05-55-2007 16:10 Term E0
-----
          Enter "ALL" for all Producers:
          _____

          OR   Producer Last Four Digits of ID:          _____

          OR   Producer Last Name
          _____

          (Enter Partial Name To Do An Inquiry)
```

--*

*--302 Issuing 2005 Hurricane TAP Payments (Continued)

F Error Messages on Screen MHAONA01

The following describes the error messages that may be displayed on Screen MHAONA01.

IF the following message is displayed...	THEN...	Action
“Producer is not on the 2005 Hurricane TAP Application File.”	an ID number was entered, but a match was not found on the application file.	Ensure that the correct ID number is entered or select the producer by entering the producer’s last name.
“Selected Producer ID or range of Producer ID’s conflicts with the Producer ID or range of Producer ID’s on Workstation XX.”	payment for the producer is being processed on another workstation.	PRESS “Enter” to terminate the request.
“Must enter ALL, Last 4 or Last Name.”	“Enter” was pressed without selecting a producer on Screen MHAONA01.	Select a specific producer, or all producers.
“Invalid ID Number - Please Try Again.”	an ID number was entered, but the last 4 digits of the producer ID number does not match any active ID number on the name and address file.	Ensure that the correct last 4 digits are entered or select the producer by entering the producer’s last name.
“Entry Must be Blank when Entering Last 4 of Producer ID”	an entry was recorded in the “Last Name” field and also the “Last 4 of Producer ID” field.	Enter producer selection data in only 1 field.

--*

***--303 Batch Check and Printing Control Screen**

A Example of Batch Check and Printing Control Screen

After all payment records for selected producers have been processed and the payment amounts have been calculated, the Batch Check and Printing Control Screen will be displayed if payments can be issued to at least 1 producer that was selected on Screen MHAONA01.

The Batch Check and Printing Control Screen will be displayed with the number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed **does not** always match the number of CCC-184's to be printed or the number of EFT's to be processed.

Example: If the producer has an assignment and part of the payment is being used to fulfill the assignment, then two CCC-184's will be printed, but only 1 work record will be displayed for processing.

The following is an example of the Batch Check and Printing Control Screen.

```

MHAXNN                000-County                ENTRY                MHAXXXXXX
TAP Payments                Version: XXXX    05-55-2007  16:21  Term E0
-----
                BATCH CHECK and PRINTING CONTROL

Warning  Record count does not accurately reflect check
                count especially when 'A' or 'O' batches are processed.

                28 Check records to be processed
                0 Have been processed
                28 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                17 "B" (regular payments) work records to be processed
                3 "A" (assignments) work records to be processed
                8 "O" (claims/receivables) work records to be processed

                                                Enter-Continue
    
```

--*

--303 Batch Check and Printing Control Screen (Continued)*B Sorting Payable Records**

For 2005 Hurricane TAP payments, payables are sorted into the following 3 categories.

- “B” - batch payments have no special circumstances. These records are sent in batches of 200 or less.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These records are sent in batches of 100 or less.
- “O” - online payments marked in the name and address file as having 1 of the following flags set to “Y”:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent.

These records are sent in batches of 50 or less.

Note: The “O” batch of payments requires user intervention. See 6-FI.

C Selecting Batches to Print or Suspend

Batches of payments may be selected for processing in several different ways. The following provisions apply to batch payment processing.

- When a batch of payments is selected, that entire batch must be completed before selecting another batch to be printed.
- Batches may be selected in any order.
- After a batch of payments completes printing, the option to select that batch is no longer available.--*

*--303 Batch Check and Printing Control Screen (Continued)

D Batch Print Capability

The following lists the options available on the Batch Check and Printing Control Screen.

Selection	Action	Result
Start batch print processing on either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	ENTER “Y” in the field before either of the following batches: <ul style="list-style-type: none"> • “B” • “A”. 	Accounting-Checkwriting Screen ANK00201 will be displayed to enter CCC-184 information. See 6-FI.
Start batch print processing on batch “O”.	ENTER “Y” in the field before batch “O”.	Screen ABK10001 will be displayed. See 6-FI. Notes: Screen ABK10001 allows the user to enter amounts in the “Other Payees” field. This field can be used to process payments for producers with name and address flags set to “Y” for: <ul style="list-style-type: none"> • receivable • claim • other agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien. The amount of the setoff and the payee should be known before accessing this batch.

--*

***--304 TAP Funds Control Verification**

A Funds Control Verification

2005 Hurricane TAP payments use the e-Funds accounting process which controls funding allotments and monitors program spending and can halt program disbursements when necessary. The payment process will function in the normal manner up to the point of sorting the payables into the applicable payment batches.

A check will be performed to ensure that adequate funds are available to process all pending payments in the county. If the accumulated net payment amount for all pending payments:

- exceeds the funding allotment for the County Office, then:
 - the payment process will be aborted without any payables being issued
 - a Funds Control Exception Report from the Accounting process will be printed
 - the County Office can process payments individually, or in smaller batches, by producer unless or until an increased funding allotment is obtained
- does not exceed the funding allotment for the County Office, the payables will be processed in the normal manner. See 6-FI.

B Payment Informational Screen

The following is an example of the Payment Informational Screen that will be displayed when the funds control verification process fails on the Accounting side.

Note: When the user presses “Enter”, the 2005 Hurricane TAP Payment Processing Menu will be displayed.

```

                                000 County                                MESSAGE
Payment Informational Screen                                Version: AF36 04/10/200X Term E0
-----
                This is a funds controlled program.

                The payments being processed did not pass the accounting
                verification process. It is possible that the total amount
                of the payments being processed exceeds the available funding
                allocation for the county.

                A verification or exception report should print on the system
                printer or is held on the spool file.

                Refer to the applicable program handbook for additional information."

                                Press 'Enter' to Exit
Enter=Continue

```

--*

305-309 (Reserved)

--Section 9 Canceling 2005 Hurricane TAP Payables*310 Canceling 2005 Hurricane TAP Payments****A Overview**

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable **shall be** canceled. To cancel the payment, on the 2005 Hurricane TAP Payment Processing Menu, ENTER “2”, “Cancel Payables”.

B When to Cancel Payables

Payables **shall be** canceled using the 2005 Hurricane TAP payment software, as applicable, **only** when original payable amounts are incorrect and the following apply:

- CCC-184 is available (County Office has physical possession of CCC-184)
- direct deposit records have not been queued or transmitted.

C When to Correct Payable Through the Accounting Application

In some situations, data in the accounting application needs to be corrected and a substitute CCC-184 issued. Use the accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do not match the preprinted CCC-184 numbers, see 1-FI, paragraph 233.--*

--310 Canceling 2005 Hurricane TAP Payments (Continued)*D When Not to Cancel Payables Through 2005 Hurricane TAP Application Software**

Payables shall **not** be canceled from the TAP application software when either of the following situations apply:

- CCC-184 is **not** available (County Office does **not** have physical possession of CCC-184)
- direct deposit record has been queued or transmitted.

Once CCC-184 has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

If an overpayment or underpayment situation exists, then complete 1 of the following:

- compute the overpayment according to paragraph 325
- issue additional payment amounts if the producer was underpaid according to paragraph 302.--*

***--310 Canceling 2005 Hurricane TAP Payments (Continued)**

E Examples of Payable Cancellation Situations

The following provides examples of when payables shall be canceled and which application should be used for the cancellation.

Situation	Action	
Something on CCC-896 was entered in the system incorrectly. The payable: <ul style="list-style-type: none"> • was generated for the incorrect amount • has not been issued to the producer. 	Cancel the payable through the 2005 Hurricane TAP application by: <ul style="list-style-type: none"> • canceling the payable associated with payment • correcting the situation that caused the incorrect payment to be issued • reissuing the payment through payment processing. 	
Something on CCC-896 was entered in the system incorrectly. Payable: <ul style="list-style-type: none"> • was generated for the incorrect amount • has been issued or mailed to the producer. 	Do not cancel the payable. Correct the situation that caused the payment to be calculated incorrectly.	
	IF the original payable resulted in the producer being...	THEN...
	underpaid	issue an additional payment to the producer.
overpaid	compute and transfer the overpayment to CRS according to paragraphs 325 and 326.	
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-ADC that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the accounting cancel/issue substitute option according to 1-FI.	
CCC-184 has expired, but the statute of limitations has not elapsed.		

--*

***--310 Canceling 2005 Hurricane TAP Payments (Continued)**

F Instructions for Canceling Payments

Extra caution **shall be** observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184 is in the County Office or the direct deposit records have not been queued or transmitted to the producer’s financial institution are being canceled
- payables are being canceled through the proper application.

Step	Action	Result
1	Access the 2005 Hurricane TAP Payment Processing Menu according to subparagraph 302 C.	
2	On the 2005 Hurricane TAP Payment Processing Menu, ENTER “2”, “Cancel Payables”, and PRESS “Enter”.	The Cancel Screen warning message will be displayed.
3	The Cancel Screen warning message is an informational warning screen reminding the user that the payable shall not be canceled if: <ul style="list-style-type: none"> • CCC-184 has been mailed to the producer and is not available in the County Office • EFT has been transmitted to the producer’s financial institution. 	
	IF the payable is...	THEN...
	available	PRESS “Enter” to continue the cancellation process.
	not available	PRESS “Cmd7”.
		Screen MHAONA01 will be displayed.
		The 2005 Hurricane TAP Payment Processing Menu will be displayed.
4	Screen MHAONA01 requires the user to enter specific data about the payable to be canceled. See subparagraph 311 A for additional information on TAP Cancel Screen MHAONA for canceling a payable.	
	IF the user wants to...	THEN on Screen MHAONA01...
	continue with the payable cancellation	<ul style="list-style-type: none"> • enter all of the following data: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number, or last name (enter partial name to do an inquiry) • transaction number for the payable to be canceled • PRESS “Enter”.
		If there is an active payable on the payment history file that matches the criteria entered, then the Cancel Payable Selection Screen will be displayed. <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, the Common Routine to Select ID Number Screen will be displayed, allowing the user to select the desired producer.</p>

--*

*--310 Canceling 2005 Hurricane TAP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
4 (Cntd)	IF the user wants to...	THEN on Screen MHAONA01...	
	end processing without canceling a payable	PRESS "Cmd3".	The 2005 Hurricane TAP Payment Processing Menu will be displayed.
5	The Cancel Payable Selection Screen provides the user with information about the payable being canceled, including: <ul style="list-style-type: none"> • producer name and ID number and type • transaction number for the payable being canceled • date the payable was issued • applicable program • net payment amount. 		
	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	cancel a payable associated with CCC-184	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the payable for cancellation • ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?" • PRESS "Cmd5" to cancel the payable. <p>Reminder: The payable shall not be canceled if the check is not available in the County Office.</p>	A verification message will be displayed on the Cancel Payable Selection Screen. If the selections are correct, then PRESS "Cmd5" again and Screen ANK52010 will be displayed. <p>Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p>

--*

*--310 Canceling 2005 Hurricane TAP Payments (Continued)

F Instructions for Canceling Payments (Continued)

Step	Action		Result
5 (Cntd)	IF the user wants to...	THEN on the Cancel Payable Selection Screen...	
	cancel an EFT payable	<ul style="list-style-type: none"> • ENTER "X" in the "SEL" field next to the payable for cancellation • ENTER "N" to the question, "Has the payment been mailed or transmitted to the producer?" • PRESS "Cmd5" to cancel the payable. <p>Reminder: The payable shall not be canceled if the EFT record has been transmitted.</p>	A verification message will be displayed on the Cancel Payable Selection Screen. If the selection is correct, PRESS "Cmd5" again and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. PRESS "Enter" on Screen ABK53005 to print the producer transaction statement. <p>Warning: When "Cmd5" is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p>Note: Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer's financial institution. Follow 6-FI to establish the receivable.</p>
	end without canceling	PRESS "Cmd7".	The 2005 Hurricane TAP Payment Processing Menu will be displayed.
6	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created. For fiscal tracking purposes, it is very important that this question be answered accurately.		
	IF CCC-184 is...	THEN, on Screen ANK52010...	
	available in the County Office and has not been cashed by the producer	<ul style="list-style-type: none"> • ENTER "Y" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK53005 will be displayed. Follow 6-FI to complete the cancellation process.
not available	<ul style="list-style-type: none"> • ENTER "N" to the question, "Is the check to be canceled available?" • PRESS "Enter". 	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.	

--*

***--311 TAP Cancel Screen MHAONA for Canceling a Payable**

A Example of TAP Cancel Screen MHAONA for Canceling a Payable

2005 Hurricane TAP payments can only be canceled if both of the following are entered on Screen MHAONA01:

- producer identification, by entering any of the following:
 - the producer’s last name
 - last 4 digits of the producer’s ID number
- transaction number associated with the payable issued to the selected producer.

The payment cancellation process has been developed to restrict the number of payables displayed on Screen MHAONA for canceling a payable. This:

- ensures that the correct payables are displayed for a requested producer
- reduces the possibility that the wrong payable will be canceled accidentally.

The following is an example of Screen MHAONA for canceling a payable.

```

MHAXXX                                000-COUNTY                                SELECTION      MHAONA
TAP Cancel Screen                      Version: AE36  04-10-2007 16:45 Term
E0
-----
                                     Producer Last Four Digits of ID:      _____

OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)  _____

and  Transaction Number
      _____

Cmd3=Previous Menu                                Enter=Continue
  
```

--*

***--311 TAP Cancel Screen MHAONA for Canceling a Payable (Continued)**

B Error Messages

The following describes error messages that may be displayed on Screen MHAONA for canceling a payable.

Recommendation: The PPH Report includes all payables issued to the producer with the transaction number for each payable. It is recommended that the County Office use the PPH Report to verify the payable to be canceled.

IF the following message is displayed...	THEN...	Action
"Enter the Last 4 of ID or Last Name AND Transaction Num."	"Enter" was pressed without selecting both a producer and transaction number on Screen MHAONA01.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
"Invalid ID number - Please Try Again."	the last 4 digits of the producer ID number do not match any active ID number on the name and address file.	Ensure that the correct last 4 digits is entered or, select the producer by entering the producer's last name.
"Entry must be Blank when entering LAST 4 digit Producer ID."	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
"Invalid Transaction Number. Please Reenter."	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. Refer to the PPH Report to determine transaction numbers. Note: See paragraph 343 for additional information on the data printed on PPH Report.
"Producer Does Not Have an Active Record on the Payment History File."	a valid producer was selected, but there are no records on the payment history file associated with the selected producer.	Ensure that the correct ID number is entered or select the producer by entering the producer's last name.
"Selected Producer ID conflicts with the Producer ID on Workstation XX."	a cancellation for the producer is being processed on another workstation.	PRESS "Enter" to terminate the request.

--*

***--312 Select Payable for Cancellation Screen**

A Example of Select Payable for Cancellation Screen

After a payable has been selected on Screen MHAONA for canceling a payable, the Select Payable for Cancellation Screen will be displayed with data from the payment history file to allow the user to verify the correct payable has been selected.

The following information is displayed on the Select Payable for Cancellation Screen:

- producer name, last 4 digit ID number, and ID type
- transaction number for the payable
- payment issue date
- net payment amount.

The following is an example of the Select Payable for Cancellation Screen.

```

MHAXXX                      107-Tulare                      SELECT                      MHAXXXXX
2005 TAP Cancel Screen                      Version: AD67    04-12-2006 12:51    Term E0
-----
                                SELECT PAYABLE FOR CANCELLATION

Enter 'X' in the SEL column to select a payable for cancellation

Producer Name:      John Doe                      Producer ID:      6789 S
Transaction Number: W123456789

SEL      Issue Date      Net Payment
-----
   _____    04-10-2007      $18,235

Has the payment been mailed or transmitted to the producer?  ___

Cmd5=Update      Cmd7=End
    
```

--*

***--312 Select Payable for Cancellation Screen (Continued)**

B Required Fields on the Select Payable for Cancellation Screen

The following fields require entry on the Select Payable for Cancellation Screen.

Field	Description/Action	
SEL	Allows the user to select the payable to be canceled. ENTER "X" next to the payable to be canceled.	
"Has the payment been mailed or transmitted to the producer?" Note: Answering this question may not affect whether receivables are created when the cancellation is complete.	ENTER "Y" or "N".	
	IF... "N" was entered Note: This indicates the payment is in the County Office or EFT has not been transmitted.	THEN the... message, "If selection is correct, PRESS 'CMD5' to verify", will be displayed.
	"Y" was entered Note: This indicates the payment has been issued to the producer.	informational message, "Receivables may be created if the user presses 'Cmd5' to continue", will be displayed. This is the last opportunity to exit without canceling.

--*

*--312 Select Payable for Cancellation Screen (Continued)

C Error Messages on the Select Payable for Cancellation Screen

The following describes the error messages that may be displayed on the Select Payable for Cancellation Screen and the action that shall be taken.

IF the following message is displayed...	THEN...	Action
"Invalid Response"	something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
	something other than "Y" or "N" was entered in the "Has the payment been mailed or transmitted to the producer?" field.	ENTER "Y" or "N".
"If Selection is correct, PRESS 'Cmd5' to verify"	the payable was selected for cancellation and required field entries have been entered.	Do either of the following: <ul style="list-style-type: none"> • if the selected payable is correct, PRESS "Cmd5" again to complete the cancellation • if the selected payable is not correct, PRESS "Cmd7" to end processing. <p>Warning: After "Cmd5" is pressed, user will not have another opportunity to end processing without canceling the payable.</p>

--*

--313 Canceling Payment Process*A When Not to Cancel a Payable During Batch Processing**

Paragraph 302 provides procedures for the 2005 Hurricane TAP payment process and steps to be taken during system processing. A problem will result if a user cancels the payment process from the system console. The payment process should **not** be canceled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing a properly suspended payment batch only
- producers will not be issued a 2005 Hurricane TAP payment
- County Offices will require assistance from the National Help Desk if a 2005 Hurricane TAP payment process has been erroneously canceled.

B Identifying an Erroneously Canceled Payment Process

County Offices can recognize the problem in 1 of 2 ways.

- A single producer is selected for processing on Screen MHAONA01. If that producer was involved in a previously canceled payment batch, then the payment screens will display as if a payment is being calculated, but will return the user to the 2005 Hurricane TAP Payment Processing Menu without displaying the Batch Check and Printing Control Screen.
- After running a payment batch, any producer involved in the previously canceled payment batch will not be listed on either the pending or nonpayment register.

The National Help Desk should be contacted if a 2005 Hurricane TAP payment batch has been erroneously canceled.--*

314-319 (Reserved)

--Section 10 2005 Hurricane TAP Overpayment Processing*320 Overpayments Provisions****A Overview**

The 2005 Hurricane TAP payment process is an integrated process that reads a wide range of files to determine whether payments issued to a producer were earned in full or in part.

Overpayments shall be calculated for all producers at least once every 60 calendar days.

B Running the Overpayment Process

Overpayments may be calculated at any time for all producers or a specific producer.

However, the system will force an "ALL" process to be run every 60 calendar days. If it has been 60 calendar days since the last "ALL" overpayment batch has been run, then the message, "The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER 'Y' to run the all cycle or 'N' to end this process.", will be displayed.

Note: An "ALL" overpayment batch must be completed the first time option 1, "Compute Overpayments", is selected on Overpayment Processing Menu MHA002.

If this message is received, then overpayments may **not** be processed for a specific producer until the "ALL" batch has been completed.

Note: Each time the overpayment process is run, the previous overpayment file will be deleted.

C Required Processing

Overpayments shall be calculated for all producers at least once every 60 calendar days to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.--*

***--320 Overpayments Provisions (Continued)**

D Collecting Overpayments

County Offices shall take necessary action to collect overpayments **immediately** upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify the debt is actually owed to CCC
- correct the condition causing the overpayment if the overpayment is not legitimate.

E Overpayment Less Than \$100

See 58-FI for small balance write-offs or debts of \$25 to \$100.

F DD Review

DD's shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

G Register Retention

County Offices shall retain copies of 2005 Hurricane TAP overpayment registers for 1 year from the date the overpayment register is prepared.--*

--321 Charging Interest*A Introduction**

Program interest shall be charged on all 2005 Hurricane TAP overpayments to producers when the:

- producer becomes ineligible after payments have been issued
- COC has determined fraud, scheme, or device for the producer.

B When Program Interest Applies

A producer will be charged program interest if COC determines that the producer is ineligible for payment. Reasons for ineligibility include, but are not limited to, the following:

- erroneously or fraudulently represented any fact affecting a determination
- knowingly adopted a scheme or device that tends to defeat the purposes of the program
- misrepresented their interest and subsequently received a 2005 Hurricane TAP payment
- did **not** meet commensurate contribution requirements for “person”
- does **not** meet conservation compliance provisions
- does **not** meet controlled substance provisions.

Program interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS.

C When Not to Charge Interest

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
- returns CCC-184 without being cashed
- refunds the payment voluntarily.--*

***--322 Debt Basis Codes**

A Introduction

The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. Under certain conditions, the displayed debt basis code may be changed. However, it is important that the debt basis code transferred to CRS is correct to track all overpayments.

B Overpayments Found as Result of Audits

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code must be changed to “15”. The system will then require that the audit number that identified the overpayment be entered in the “Audit No.” field.

C Allowable Basis Codes

The appropriate debt basis code will be displayed based on the condition that caused the overpayment, however, in some cases the code displayed should be changed to:

- “10-421” if the producer did not comply with program requirements
- “10-423” for fraud, scheme, or device.

The following identifies the system-displayed debt basis codes and specifies whether the code can be changed.

IF the overpayment message is...	THEN the system will default the basis code to...	and the debt basis code...
“Producer is not eligible due to person determination status.”	10-427	can be changed to: <ul style="list-style-type: none"> • 10-421 or 15-421 • 15-423 or 15-423 • 10-428 or 15-428 • 10-429 or 15-429.
“Producer is not eligible due to AD-1026 certification status.”		
“Producer is not eligible due to conservation compliance violation.”		
“Producer is not eligible due to controlled substance violation.”		
“Producer is not eligible due to Fraud, including FCIC, violation.”		
“Total payments issued to the producer or member exceeds the earned payment amount on the application.”	10-428	can be changed to: <ul style="list-style-type: none"> • 10-421 or 15-421 • 10-423 or 15-423 • 10-428 or 15-428 • 10-429 or 15-429.

--*

***--322 Debt Basis Codes (Continued)**

C Allowable Basis Codes (Continued)

IF the overpayment message is...	THEN the system will default the basis code to...	and the debt basis code...
any of the following: <ul style="list-style-type: none"> • “Application is not approved for payment.” • “Producer is a federal entity and not eligible for program benefits.” • “Member information not found for the joint operation.” • “Application is approved, but producer ID number and/or business type is not valid for payment purposes.” 	10-429	cannot be changed.

D Interest Information

The following interest information must be recorded if the debt basis code is “10-421”, “10-423”, “10-427”, “15-421”, “15-423”, or “15-427”:

- interest start date should be the date of the original 2005 Hurricane TAP disbursement, as applicable
- interest rate:
 - must be greater than 0 and less than 25
 - should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.--*

323, 324 (Reserved)

--325 Overpayment Processing*A Accessing Overpayment Processing Menu MHA002**

2005 Hurricane TAP overpayment processing options are accessed from the 2005 Hurricane TAP Payment Processing Menu. Access each of the overpayment processes according to subparagraph 302 C.

B Example of Overpayment Processing Menu MHA002

The following is an example of Menu MHA002.

```

Command                                     MHA002                                     E0
Overpayment Processing Menu
-----
      1. Compute Overpayments
      2. Reprint Overpayment Register
      3. Transfer Overpayments to CRS
      4. Cancel Overpayments

      20. Return to Application Primary Menu
      21. Return to Application Selection Menu
      22. Return to Office Selection Screen
      23. Return to Primary Selection Menu
      24. Sign off

Cmd3=Previous Menu

Enter option and press "Enter".

```

--*

***--325 Overpayment Processing (Continued)**

C Processing Overpayments

County Offices shall compute 2005 Hurricane TAP overpayments according to the following.

Step	Action	Result	
1	Access the 2005 Hurricane TAP Payment Processing Menu according to subparagraph 302 C.		
2	ENTER "1", "Compute Overpayments", and PRESS "Enter".	The Printer Selection Screen will be displayed.	
3	<p>The Printer Selection Screen allows the user the select the printer where the overpayment register should be sent after overpayments have been computed.</p> <ul style="list-style-type: none"> • Enter the printer ID number. • PRESS "Enter". 	The Producer Overpayment Selection Screen will be displayed.	
4	The Producer Overpayment Selection Screen provides users with several options for processing overpayments. Select either a specific producer or all producers according to the following.		
	Selection	Action	Result
	Process overpayments for all producers.	ENTER "ALL" in the "Enter all for all Producers" field, and PRESS "Enter".	The overpayment process will run for all producers on the payment history file to determine which producers are overpaid.
Process overpayments for a selected producer.	<p>Enter either of the following, and PRESS "Enter":</p> <ul style="list-style-type: none"> • last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field • producer's last name in the "Producer Last Name" field. 	<p>If the selected producer is on the payment history file, then the overpayment process will run for the selected producer to determine whether the producer is overpaid.</p> <p>Note: If more than 1 producer is found on the name and address file matching the criteria entered, the Common Routine to Select ID Number Screen will be displayed, allowing the user to select the desired producer.</p>	
5	<p>After the overpayment computation process has completed:</p> <ul style="list-style-type: none"> • Menu MHAO02 will be redisplayed • the overpayment register will be sent to the printer selected in step 3. 		

--*

***--325 Overpayment Processing (Continued)**

D Error Messages

The following provides messages that may be displayed while computing overpayments.

Message	Reason for Message	County Office Action	
		IF the...	THEN...
“Invalid ID Number - Please Try Again.”	The producer selected is not on the payment history file.	correct producer was selected	no action is necessary because: <ul style="list-style-type: none"> the producer has not been issued a payment the producer is not overpaid.
		incorrect producer was selected	re-enter the correct producer selection criteria.
“More Than 1 Method Used for Producer Selection.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.	
“Must enter Last Name or Last 4 digit ID.”	“Enter” was pressed without selecting a producer on the Producer Overpayment Selection Screen.	Select a specific producer or all producers.	
“The Overpayment File is more than 60 calendar days old. All overpayments must be run; do you want to run an all overpayment cycle at this time? ENTER ‘Y’ to run the cycle or ‘N’ to end this process.”	An “ALL” overpayment batch has not been run in the last 60 calendar days, and the user is trying to process a producer or selected producers.	An “ALL” overpayment batch must be completed before overpayments can be processed for a specific producer or selected producers.	
“The overpayment process is currently being processed on another workstation. Please try again after the process has completed. PRESS “Enter” to terminate this request.”	The overpayment process can only be accessed from one workstation at a time.	Access the overpayment process after the current overpayment job is completed from the other terminal.	

--*

***--326 Transferring Overpayments to CRS**

A Action Required Before Establishing Receivables

Before any overpayment is transferred to CRS, County Offices shall verify that the overpayment amount listed on the overpayment register is actually a debt due by the producer. If it is determined that the overpayment is **not** a legitimate overpayment, County Offices shall correct conditions causing the producer to be erroneously listed on the overpayment register. This will ensure that the overpayment is not inadvertently transferred to CRS.

B Transferring Amounts to CRS

Once it has been determined that the producer is actually overpaid and that a receivable should be established, County Offices shall transfer the overpayment to CRS according to the following.

Step	Action	Result
1	Access Menu MHAO02 according to subparagraph 325 C.	
2	ENTER "3", "Transfer Overpayments to CRS", and PRESS "Enter".	Screen MHAONA01 will be displayed. Note: The message, "There are no overpayments To Be Transferred", will be displayed if there are not any calculated overpayments on the overpayment file.
3	Screen MHAONA01 provides users with several options for selecting which overpayment amounts listed on the overpayment register should be transferred to CRS. Select either a specific producer or all producers according to the following.	
	Selection	Action
	Display all producers listed on the overpayment register.	ENTER "ALL" in the "Enter "ALL" for all producers" field, and PRESS "Enter".
Display a selected producer listed on the overpayment register.	Enter 1 of the following, and PRESS "Enter": <ul style="list-style-type: none"> last 4 digits of the producer's ID number in the "Producer Last Four Digits of ID" field producer's last name in the "Producer Last Name" field. PRESS "Enter".	Screen MHAO0E will be displayed with general information about all overpayments for the selected producer. Note: If more than 1 producer is found on the name and address file matching the criteria entered, the Common Routine to Select ID Number Screen will be displayed, allowing the user to select the desired producer.

--*

*--326 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action		Result
4	Screen MHA00E allows users to select which overpayments should be transferred to CRS.		
	IF the user wants to...	THEN...	
	continue with the transfer process	<ul style="list-style-type: none"> • ENTER "X" in the "Sel" column next to each overpayment that should be transferred to CRS • PRESS "Cmd5". <p>Note: If more than 9 overpayment records exist for the producers selected on Screen MHA00E, the roll keys should be used to scroll through the list until all overpayment amounts are selected.</p>	<p>Overpayment Transfer Selection Screen will be displayed for each overpayment amount selected for transfer to CRS.</p> <p>Note: If the producer is a joint operation, the Overpayment Transfer Selection Screen will be displayed for:</p> <ul style="list-style-type: none"> • each member of the joint operation that has an overpayment condition • the joint operation.
end the process without transferring the overpayment to CRS	PRESS "Cmd7".	Menu MHA002 will be redisplayed.	
5	<p>The Overpayment Transfer Selection Screen will be displayed for each selected overpayment. Users have the option of:</p> <ul style="list-style-type: none"> • skipping the overpayment without transferring it to CRS • transferring the calculated data to CRS as is • adjusting the data displayed for the overpayment before the data is transferred to CRS. <p>Note: Depending on the type of overpayment, County Offices can adjust some of the data displayed on the Overpayment Transfer Selection Screen according to subparagraph 328 B.</p>		

--*

*--326 Transferring Overpayments to CRS (Continued)

B Transferring Amount to CRS (Continued)

Step	Action		Result	
5 (Cntd)	IF the user wants to...	THEN...	IF...	THEN...
	transfer the data to CRS as it is displayed	PRESS "Enter" to display the next overpayment record.	there are additional overpayment records that were selected on Screen MHA00E	the Overpayment Transfer Selection Screen will be redisplayed each time "Enter" is pressed.
	adjust the data before transferring the overpayment to CRS	<ul style="list-style-type: none"> • adjust the data according to subparagraph 328 B • PRESS "Enter" to display the next overpayment record. 	all overpayment records have been processed	<ul style="list-style-type: none"> • PRESS "Cmd5" to transfer the overpayment to CRS • The Batch Overpayment Printing Control Screen will be displayed.
	skip the displayed overpayment record	PRESS "Cmd2".	there are additional overpayment records that were selected on Screen MHA00E	the Overpayment Transfer Selection Screen will be redisplayed each time "Enter" is pressed.
	end the process without transferring any overpayments to CRS	PRESS "Cmd7".	all overpayment records have been processed	<ul style="list-style-type: none"> • PRESS "Cmd5" to transfer the overpayment to CRS • the Batch Overpayment Printing Control Screen will be displayed.
				The Overpayment Transfer Selection Screen will be redisplayed with data for the next overpayment record.
			Menu MHA002 will be redisplayed.	

--*

***--326 Transferring Overpayments to CRS (Continued)**

B Transferring Amount to CRS (Continued)

Step	Action	Result	
6	The Batch Overpayment Printing Control Screen will be displayed for the overpayments processed on the Overpayment Transfer Selection Screen. Overpayments are sorted into the “B” and “O” overpayment batches. See paragraph 329 for a complete description of the payment batches.		
On the Batch Overpayment Printing Control Screen, do either of the following.			
	IF the user wants to...	THEN ENTER...	
	complete the overpayment transfer process for either of the payment batches	“Y” next to the overpayment batch to be processed. Note: The entire batch must be completed before the next payment batch can be processed.	The payables are passed through the accounting interface for processing. Complete the overpayment process and print the notification letter according to 67-FI.
	suspend the overpayment batch for later processing	“N” next to any of the overpayment batches.	Menu MHAO02 will be redisplayed.

C Example of Producer Selection Screen for Overpayments

The following is an example of the Producer Selection Screen for Overpayments. Overpayments can only be processed by producer. However, a variety of options have been developed to provide flexibility in overpayment processing. Overpayments can be processed for:

- all producers
- a specific producer by entering the producer’s last name, or the last 4 digits of the producer’s ID number.

Note: The Producer Selection Screen for Overpayments is used in processing the following:

- compute overpayments
- transfer overpayments to CRS.--*

*--326 Transferring Overpayments to CRS (Continued)

C Example of Producer Selection Screen for Overpayments (Continued)

```

MHAXXX          000-County          SELECTION          MHAXXXXX
Selection Screen          Version: AE39    05-55-2007    14:56    Term E0
-----

Enter "ALL" for all Producers

OR   Producer Last Four Digits of ID:

OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd3=Previous Menu
    
```

D Error Messages on Producer Selection Screen for Overpayments

The following describes the error messages that may be displayed on the Producer Selection Screen for Overpayments.

Error Message	Explanation	Action
"Must Enter Producer's Last Name, or Last 4 digit ID. "	"Enter" was pressed without selecting a producer on the Producer Selection Screen for Overpayments.	Select a specific producer or all producers.
"Invalid ID number - Please Try Again."	An ID number was entered that is not on the name and address file.	Ensure the correct ID number is entered or select the producer by entering the producer's last name.
<ul style="list-style-type: none"> • "Entry Must Be Blank When Entering Last 4 of Producer ID." • "Entry Must Be Blank When Entering a Producer Last Name." 	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.

--*

***--327 Overpayments Selection Screen MHA00E**

A Example of Overpayments Selection Screen MHA00E

After producers with overpayments have been selected on the Producer Selection Screen for Overpayments, all overpayment records for the selected producers will be displayed on Screen MHA00E. General data applicable to the overpayment will be displayed, including:

- producers name, last 4 digit ID number
- net overpayment amount.

Note: If a member of a joint operation is listed on the overpayment register, then the joint operation will be listed on Screen MHA00E. The overpayment data for the member will not be displayed until the Overpayment Transfer Selection Screen is displayed.

```

MHXWXX                107-TULARE                CONTROL                MHA00E
Overpayments                Version: AE39  04-120-200 14:59 TERM E0
-----
Enter an 'X' in the SEL column to select producer for overpayment processing

SEL Producer name                Producer ID                Overpayment
                                Amount
                                A JOHNSON                6789 S                $750

Cmd5=Update  Cmd7=End
    
```

B Selecting Overpayments To Be Transferred to CRS

Overpayment amounts computed for selected producers will be displayed on Screen MHA00E. Select each overpayment record that should be transferred to CRS by entering “X” in the “SEL” field.

Note: Only select overpayment records that have been verified as a true debt. Do **not** select any overpayment record that should not be sent to CRS.

If there are more than 9 overpayment records for producers selected on Screen MHA00E, use the roll keys to scroll through the producers displayed on the screen to “indicate” the records that should be transferred. ENTER “X” in the “SEL” field next to each overpayment that should be transferred to CRS.

When all overpayments have been “indicated”, PRESS “Cmd5” to continue the CRS transfer process.

Note: None of the data displayed on Screen MHA00E can be modified.--*

*--327 Overpayments Selection Screen MHA00E (Continued)

C Error Messages

The following describes the error messages that may be displayed on Screen MHA00E.

Error Message	Explanation	Action	
"Invalid Response - Only Cmd5 and Cmd7 are allowed."	Something other than "Cmd5" or "Cmd7" was pressed.	IF all overpayment records...	THEN...
		have been "marked" for transfer	PRESS "Cmd5" to continue with the transfer process.
		have not been "marked" for transfer	<ul style="list-style-type: none"> • place "X" in the "SEL" field next to each overpayment that should be transferred to CRS • PRESS "Cmd5" to continue with the transfer process.
"Invalid Response - Enter 'X' to Select Overpayment."	Something other than "X" was entered in the "SEL" field.		

--*

***--328 Overpayment Transfer Selection Screen**

A Example of Overpayment Transfer Selection Screen

After overpayments have been selected for transfer, the Overpayment Transfer Selection Screen will be displayed for:

- each selected overpayment record
- members of joint operations.

County Offices are allowed to adjust overpayment data on the Overpayment Transfer Selection Screen before transferring the overpayment to CRS. See subparagraph B for additional information on which fields can be adjusted.

Important: Adjust overpayment data on the Overpayment Transfer Selection Screen before transferring the overpayment to CRS. The data cannot be adjusted after it is updated in CRS.

The following is an example of the Overpayment Transfer Selection Screen.

```

MHAXXX          107-TULARE          Selection      MHAXXXXX
2005 TAP Overpayments          Version: AE39  04-12-2006 16:02 TERM E0
-----
Producer ID/Name      6789 S      SAM JOHNSON
Member ID/Name

Basis Code 10427

Overpayment Amount:          $750

Interest Start Date          Interest Rate
_____                      _____

Cmd7=End  Cmd5=Transfer Selected Records
Cmd2=Skip this Payment                      Enter=Continue

```

--*

***--328 Overpayment Transfer Selection Screen (Continued)**

B Fields on Overpayment Transfer Selection Screen

The following describes the fields on the Overpayment Transfer Selection Screen and provides an explanation of the information displayed. County Offices are allowed to adjust or modify certain data depending on the type of overpayment that exists.

Field	Information Displayed	What Can Be Changed
Producer ID/Name	The producer's or entity's: <ul style="list-style-type: none"> • last 4 digit ID number and type • name. 	
Member ID/Name	If the entity is a joint operation, the member's: <ul style="list-style-type: none"> • last 4 digit ID number and type • name. 	
Basis Code	The basis code associated with the overpayment.	The basis code will be displayed based on the reason for the overpayment. Only certain debt basis codes can be changed. See paragraph 322 for additional information on debt basis codes. Note: The debt basis code cannot be changed for members of joint operations. If the debt basis code should be changed, change the debt basis code displayed on the joint operation record.
Audit No.		If the debt basis code is changed to one that begins with "15", the "Audit No." field will be displayed so the audit number that identified the overpayment can be entered.

--*

*--328 Overpayment Transfer Selection Screen (Continued)

B Fields on Overpayment Transfer Selection Screen (Continued)

Field	Information Displayed	What Can Be Changed
Overpayment Amount	<p>The amount of the overpayment.</p> <p>All amounts will be displayed in the “Overpayment Amount” field</p> <p>Note: Only the applicable field will be displayed.</p>	<p>The overpayment amount may be reduced or increased. If the overpayment is changed, a reason code must be entered.</p> <p>Note: The amount cannot be adjusted if the record displayed is for a joint operation. If the overpayment amount should be adjusted, adjust the applicable member’s record.</p>
Interest Start Date		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • 10-421 or 15-421 • 10-427 or 15-427. <p>Note: The interest start date should be the date of the original 2005 Hurricane TAP disbursement.</p>
Interest Rate		<p>An entry is required in this field if the debt basis code is any of the following:</p> <ul style="list-style-type: none"> • 10-421 or 15-421 • 10-427 or 15-427. <p>Note: The interest rate:</p> <ul style="list-style-type: none"> • must be greater than 0 and less than 25 • should be the applicable late payment interest rate in effect on the date the original payment was disbursed. See 50-FI for interest rates.

--*

*--328 Overpayment Transfer Selection Screen (Continued)

C Error Messages

The following describes the error messages that may be displayed on the Overpayment Transfer Selection Screen.

Error Message	Explanation	Action	
“Invalid Entry - Basis Code Must be Entered.”	The displayed debt basis code was removed and a valid debt basis code was not entered.	Enter a valid debt basis code. See paragraph 322 for additional information on valid debt basis codes.	
“Invalid Basis Code - Please Re-enter.”	The displayed debt basis code was changed to an invalid debt basis code.		
“Interest Start Date & Interest Rate Required for This Debt Basis Code.”	An interest start date and/or interest rate were not entered.	Enter the following: <ul style="list-style-type: none"> • date the payment was originally issued • interest rate in effect on the date the payment was issued. 	
“Interest Rate Required for This Debt Basis Code.”	An interest start date was entered, but an interest rate was not entered.	Enter interest rate in effect on the date the payment was issued.	
“Invalid Date - Please Re-enter.”	The interest start date entered is a date before the payment was issued.	Enter the date the payment was issued. Print PPH Report to determine the payment issue date.	
“Interest Start Date Cannot be Greater than Current Date.”	The interest start date entered is greater than the system date.		
“Invalid Entry - Interest Rate Cannot Exceed 25”	An invalid interest rate was entered.	See 50-FI for interest rates.	
“Reason Code Required If Overpayment Amount is Adjusted.”	The overpayment amount displayed was either increased or decreased.	Enter 1 of the following reason codes to justify the adjustment:	
“Invalid Entry - Press Cmd13 for List of Valid Reason Codes.”	An invalid reason code was entered.	<ul style="list-style-type: none"> • “1” - Eligibility is Incorrect • “3” - Finality Rule • “9” - Other. <p>Note: “Cmd13” can also be pressed to display a pop-up screen with the applicable reason codes.</p>	
“Invalid Response - Only Cmd2, Cmd7, and ENTER are allowed.	Something other than “Cmd2”, “Cmd7”, or “Enter” was pressed on a screen displaying an overpayment for a member of a joint operation.	IF the displayed overpayment record should be...	THEN...
		transferred to CRS	PRESS “Enter” to continue the transfer process.
		skipped	PRESS “Cmd2”.

--*

***--329 2005 TAP Overpayments Screen for Batch Overpayment Printing Control**

A Example of 2005 TAP Overpayments Screen for Batch Overpayment Printing Control

After overpayments have been confirmed for transfer to CRS, the 2005 TAP Overpayments Screen for Batch Overpayment Printing Control will be displayed with the number of overpayment work records:

- to be processed
- that have been processed
- remaining to be processed.

The following is an example of the 2005 TAP Overpayments Screen for Batch Overpayment Printing Control.

```

MHAXX          000 County          ENTRY          MHAXXXXX
2005 TAP Overpayments          Version: AE39  04-12-2006 16:05 Term E0
-----
                BATCH OVERPAYMENT PRINTING CONTROL

                5 Records to be processed
                0 Have been processed
                5 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.

Only one "Y" entry will be accepted.

                5 "B" (regular overpayment) work records to be processed

                0 "O" (Joint Operation) work records to be processed

                                Enter-Continue
    
```

B Sorting Overpayment Records

Overpayments are sorted into the following 2 categories for 2005 Hurricane TAP payments.

- “B”atch - regular overpayments that have no special circumstances. These records are sent in batches of 75 or less.
- “O”nline - overpayments records for producers with the following entities types are sent in batches of 10 or less:
 - General Partnership
 - Joint Venture
 - Limited Partnership
 - Trust – Revocable.--*

***--329 2005 TAP Overpayments Screen for Batch Overpayment Printing Control (Continued)**

C Selecting Batches to Print

Batches of overpayments may be selected to complete the CRS transfer process and print the initial notification letter. The following provisions apply to the batch overpayment processing.

- When an overpayment batch is selected, that entire batch must be completed before selecting the other batch.
- Batches may be selected in either order.
- After an overpayment batch completes printing, the option to select that batch is no longer available.--*

330 (Reserved)

--331 Canceling Overpayments*A Overview**

If it is discovered that an overpayment has been transferred to CRS erroneously, then the overpayment **cannot** be canceled until subsequent transactions, such as collections applied to the receivable, have been canceled in CRS.

Note: See 67-FI for additional information about deleting receivable collections.

If an error is determined, then the overpayment shall be canceled by accessing option 4, "Cancel Overpayments", on Menu MHA002.

B Steps to Cancel Overpayments

The overpayment cancellation process has been developed to restrict the number of overpayments displayed on the Select Overpayment for Cancellation Screen. This:

- ensures that the correct overpayment is displayed for a requested producer
- reduces the possibility that the wrong overpayment is accidentally canceled.

County Offices shall take extra caution to ensure that the correct overpayment is selected for cancellation by printing PPH Report according to paragraph 343.--*

***--331 Canceling Overpayments (Continued)**

B Steps to Cancel Overpayments (Continued)

Cancel erroneous overpayments according to the following.

Step	Action	Result
1	Access Menu MHAO02 according to paragraph 325.	
2	ENTER "4", "Cancel Overpayments", and PRESS "Enter".	The Cancel Screen to select an overpaid producer will be displayed.
3	The Cancel Screen for selecting a producer to cancel an overpayment requires the user to enter specific data about the payable to be canceled. See subparagraph 333 A for additional information on the Select Overpayment for Cancellation Screen.	
	IF the user wants to...	THEN...
	continue with the overpayment cancellation	<ul style="list-style-type: none"> enter the following data: <ul style="list-style-type: none"> last 4 digits of the producer's ID number, or the producer's last name transaction number for the overpayment to be canceled <p>Notes: These are identified on the PPH Report with "RECV" as the payment type.</p> <p>If the overpayment was established for a joint operation, the transaction number for the joint operation must be entered.</p> <ul style="list-style-type: none"> PRESS "Enter".
	end processing without accessing the overpayment	PRESS "Cmd7".
		If there is a receivable record on the payment history file that matches the criteria entered, the Select Overpayment for Cancellation Screen will be displayed.
		Note: If more than 1 producer is found on the name and address file matching the criteria entered, the Common Routine to Select ID Number Screen will be displayed, allowing the user to select the desired producer.
		Menu MHAO02 will be redisplayed.
4	The Select Overpayment for Cancellation Screen provides users with information about the overpayment being canceled, including: <ul style="list-style-type: none"> producer name and 4-digit ID number and type transaction number for the overpayment being canceled date the receivable was established net overpayment amount. 	
	IF the user wants to...	THEN, on the Select Overpayment for Cancellation Screen...
	cancel a displayed overpayment	ENTER "X" in the "SEL" field next to the overpayment for cancellation.
	end without processing	PRESS "Cmd7".
		A verification message will be displayed.
		Menu MHAO02 will be redisplayed.

--*

***--332 Cancel Screen for Selecting a Producer to Cancel an Overpayment**

A Example of Cancel Screen for Selecting a Producer to Cancel an Overpayment

Overpayments can only be canceled if both of the following are entered on the Cancel Screen for selecting a producer to cancel an overpayment:

- producer identification by entering any of the following:
 - the producer’s last name
 - last 4 digits of the producer’s ID number
- transaction number associated with the overpayment for the identified producer.

The following is an example of the Cancel Screen for selecting a producer to cancel an overpayment.

```

MHAXXX          107-TULARE          SELECTION          MHAXXXXX
Cancel Screen          Version: AE39  04-12-2006 16:20  Term E0
-----
      Enter "ALL" for all Producers_____
OR   Producer Last Four Digits of ID:      _____
OR   Producer Last Name
      (Enter Partial Name To Do An Inquiry)_____
and  Transaction Number
_____
    
```

--*

*--332 Cancel Screen for Selecting a Producer to Cancel an Overpayment (Continued)

B Error Messages

This following describes the error messages that may be displayed on the Cancel Screen for selecting a producer to cancel an overpayment.

Recommendation: The PPH Report includes all transactions associated with the producer along with the transaction number for each transaction. It is recommended that County Offices use the PPH Report to verify the overpayment to be canceled.

IF the following message is displayed...	THEN...	Action
“Must Enter a Producer and Transaction Number.”	“Enter” was pressed without selecting both a producer and transaction number on the Cancel Screen for selecting a producer to cancel an overpayment.	Select a specific producer and enter the associated transaction number for the overpayment to be canceled.
“Invalid ID number - Please Try Again.”	The last 4 digits of the producer ID number does not match any active ID number on the Name and Address file.	Ensure that the correct last 4 digit ID is entered or, select the producer by entering the producer’s last name.
“More Than 1 Method Used for Producer Selection.”	an entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Invalid Transaction Number. Please Reenter.”	a valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the record for the total payable. Refer to the PPH Report to determine transaction numbers. Note: See paragraph 343 for additional information on the data printed on the PPH Report.
	a valid transaction number was entered for an overpayment associated with the producer; however, the transaction number entered is for a member of a joint operation.	Cancel the overpayment using the joint operation’s ID number and transaction number. See PPH Report to determine the transaction number. Note: See paragraph 343 for additional information on the data printed on the PPH Report.
“Selected Producer ID conflicts with the Producer ID or Range of Producer’s ID on Workstation XX.”	cancellation for the producer is being processed on another workstation.	PRESS “Enter” to terminate the request.

--*

***--333 Select Overpayment for Cancellation Screen**

A Example of Select Overpayment for Cancellation Screen

After an overpayment has been selected for cancellation on the Cancel Screen for selecting a producer to cancel an overpayment, the Select Overpayment for Cancellation Screen will be displayed with data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information will be displayed:

- producer name, 4 digit ID number, and ID type
- transaction number for the overpayment record
- date the receivable was established
- net overpayment amount.

Note: Since the transaction number is a required entry on the Cancel Screen for selecting a producer to cancel an overpayment, only 1 overpayment will be displayed for cancellation on the Select Overpayment for Cancellation Screen.

To continue with the cancellation process, ENTER “X” next to the overpayment record displayed, and PRESS “Cmd5”.

The following is an example of the Select Overpayment for Cancellation Screen.

```

MHAXXX                      107 -TULARE                      SELECT                      MHAXXXXX
2005 TAP Cancel Screen                      Version: AE39 04-12-2002 16:25 Term E0
-----
                      SELECT OVERPAYMENT FOR CANCELLATION

Enter 'X' in the SEL column to select an overpayment for cancellation

Producer Name: SAM JOHNSON                      Producer ID: 6789 S
Transaction Number: E009300001

SEL      Transfer Date      Overpayment Amount
-----
   _     04-12-2006          $750

Cmd5=Update Cmd7=End
    
```

--*

***--333 Select Overpayment for Cancellation Screen (Continued)**

B Error Messages

The following describes the error messages displayed on the Select Overpayment for Cancellation Screen, and the action that shall be taken.

Error Message	Explanation	Action
"Invalid Response."	Something other than "X" was entered in the "SEL" field.	ENTER "X" to select the payable for cancellation.
"If Selection is correct, PRESS 'Cmd5' to verify."	The overpayment was selected for cancellation.	Do either of the following: <ul style="list-style-type: none"> • if the selected overpayment should be canceled, PRESS "Cmd5" again to complete the cancellation • if the selected overpayment should not be canceled, PRESS "Cmd7" to end processing.

--*

--334 Overpayment Registers*A About the Overpayment Register**

When overpayments are computed, an overpayment register will be printed that includes information for each selected producer that is overpaid. This register informs County Offices of the reason the overpayment has been calculated and the amount of the overpayment.

Note: An overpayment register will be printed even if none of the producers in the selected batch are overpaid. The message, “No Exceptions for Selected Producers”, will be printed on the overpayment register.

B Reviewing the Overpayment Register

The overpayment register is automatically printed after all selected overpayments have been computed. County Offices shall review the overpayment register to ensure that:

- producers are timely notified of overpayments
- the finality rule will not apply.

C DD Review

DD’s shall review the overpayment register to ensure that County Offices are:

- running the overpayment process in a timely manner
- collecting overpayments in a timely manner
- correcting information in the system that creates an erroneous overpayment condition.

D Register Retention

County Offices shall retain copies of 2005 Hurricane TAP overpayment registers for 1 year from the date the overpayment register is prepared.

E Reprinting the Overpayment Register

The overpayment register for the most recent computations can be reprinted by accessing option 2, “Reprint Overpayment Register”, on Menu MHA002.--*

***--334 Overpayment Registers (Continued)**

F Exception Messages on the Overpayment Register

The following lists the messages that may be displayed on the overpayment register.

Note: The overpayment register will list information for joint operations, as well as, the members of the joint operation. If the overpayment reason is due to the joint operation or member instead of the producer, then the message will print with “Joint Operation” or “Member” in place of “Producer”.

Message	Reason for Message
“Application is not approved for payment.”	The application not approved for payment.
“Application is approved, but producer ID number and/or business type is not valid for payment purposes.”	Invalid ID Number and/or Business Type.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.
“Producer has refused ALL payments.”	The refuse payment flag in the name and address file is set to “Y” for the selected producer.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.
“Producer is a Member of joint operation 9999 X.”	The producer is a member of a joint operation. The joint operation ID number is identified in the message.
“Producer is not recorded on entity file.”	The producer is a joint operation or an entity, but there is not a matching ID number on the entity file.
“One or more members of joint operation are not eligible for payment.”	Joint operation has one or more members that are not eligible for payment.
“Producer is a joint operation.”	The producer has General Partnership or Joint Venture entity type.

--*

335-339 (Reserved)

***--Section 11 2005 Hurricane TAP Overpayment Processing Payment Registers and Report**

340 Payment Reports and Registers

A Introduction

There are a variety of reports and registers that have been developed to assist County Offices with processing payments. These include:

- PPH Report
- CCC-896E Estimated Calculated Payment Report

Note: See paragraph 272 for the 2005 Hurricane TAP Estimated Calculated Payment Report.

- pending payment registers for the “B”, “A”, and “O” payment batches
- nonpayment register for producers that cannot be paid.

B Accessing 2005 Hurricane TAP Payment Processing Menu

The PPH Report for 2005 Hurricane TAP payment processing can be generated from the 2005 Hurricane TAP Payment Processing Menu as follows.

Note: The pending and nonpayment registers are automatically generated after a payment batch has completed processing. These reports cannot be regenerated.

Step	Menu or Screen	Action
1	FAX250	ENTER “3” or “4”, “Application Processing”, as applicable, and PRESS “Enter”.
2	FAX09002	If option 4 was selected on Menu FAX250, then select the appropriate county, and PRESS “Enter”.
3	FAX07001	ENTER “11”, “PFC/DCP Compliance”, and PRESS “Enter”.
4	M00000	ENTER “1”, “NAP and Disaster”, and PRESS “Enter”.
5	MH0000	ENTER “14”, “Hurricane Disaster Programs”, and PRESS “Enter”.
6	MHN0YR	ENTER “10”, “Tree Assistance Program”, and PRESS “Enter”.
7	MHAON0	ENTER “6”, “Print Producer Payment History”, and PRESS “Enter”.

--*

341, 342 (Reserved)

--343 PPH Reports*A Introduction**

The PPH Report identifies all records that have been written to the payment history file, including:

- all payments issued to producers
- payment amounts attributed to members of joint operations
- all payables that have been canceled
- receivable amounts transferred to CRS
- canceled receivables.

County Offices shall use the PPH Report to verify and ensure that payments are issued properly.

B How the Payment History File Gets Updated

The following 3 types of records written to the payment history file will be printed on the PPH Report:

- producer-level records for payments issued to producers and joint operations
- member-level records for amounts attributable to members of joint operations
- “total” records reflecting the total combined payment issued to the producer.

For payments issued to producers, 1 record is written to the payment history file for each payment category.

If the producer is a joint operation, then a record is also written to the payment history file for each member sharing in the 2005 Hurricane TAP payment.--*

*--343 PPH Reports (Continued)

C Information on the PPH Report

Depending on the type of record printed, data for certain fields will not be printed. The following describes the information on the PPH Report.

Item/Field	Description		
Producer Name, Address, and last 4 digit ID Number			
Payment Date	Date the payable or total record was either issued or canceled from the payment history file.		
Joint Op/Member Last 4 digit ID Number	Data will only be printed in this field if PPH Report is for a joint operation or a member of a joint operation.		
	IF PPH Report is for...	THEN...	
	joint operation	<ul style="list-style-type: none"> • a record will be printed on the PPH Report for each member of the joint operation that was eligible for a payment • the member's last 4 digit ID number will be printed in this field. 	
member	the joint operation's last 4 digit ID number will be printed in this field.		
Payment Type	Identifies the status or type of transaction that has been recorded.		
	IF the payment type is...	THEN the record...	
	"CHK/EFT"	is for a payment issued to the producer. The record with this indicator represents the total combined payment issued to the producer. Note: The "CHK/EFT" will only be printed on the "unit total" records. This is the record that is actually sent to the accounting system for checkwriting or EFT processing.	
	"CANCEL"	has been canceled through the TAP payment cancellation process.	
"RECV"	is for an overpayment amount that was sent to CRS.		

--*

*--343 PPH Reports (Continued)

C Information on the PPH Report (Continued)

Item/Field	Description	
Payment Type (Cntd)	IF the payment type is...	THEN the record...
	"C/RECV"	is for an overpayment amount that was sent to CRS, but has been canceled through the overpayment cancellation process.
	blank	is 1 of the following: <ul style="list-style-type: none"> • crop payable record • for the joint operation • for a member of the joint operation. These records cannot be selected during the payable cancellation process.
Debt Basis Code	The debt basis code is the code transferred to CRS that identifies the reason for the debt. The system will default to the appropriate code coinciding with the message printed on the overpayment register. See paragraph 322 for additional information on the debt basis code.	
Transaction Number	A system-assigned number used to uniquely identify each payable generated through the 2005 Hurricane TAP payment process. The transaction number is also sent to the accounting system and printed on the producer transaction statement. The transaction number is very important for payables that need to be canceled. To alleviate potential erroneously canceled payables, the transaction number must be entered on the Cancel Screen with the producer's last 4 digit ID number or name. Since the record with "CHK/EFT" is the only record sent to the accounting system, the transaction number for the "CHK/EFT" or "total" record is the only transaction number that can be used. This record represents all payables that have been combined together for the producer. When a payment is canceled for a "total" record, then all records associated with the "total" record are also canceled.	
Net Payment	This is the amount actually issued to the producer.	

--*

*--343 PPH Reports (Continued)

D Printing the PPH Report

The PPH Report can be printed for a producer or for members of joint operations. Print the PPH Report according to the following.

Step	Action	Result
1	Access the 2005 Hurricane TAP Payment Processing Menu according to subparagraph 340 B.	
2	On the 2005 Hurricane TAP Payment Processing Menu, ENTER “6”, “Print Producer Payment History”, and PRESS “Enter”.	The Printer Selection Screen will be displayed.
3	On the Printer Selection Screen, enter the appropriate printer ID and PRESS “Enter”.	Screen MHAONA01 will be displayed.
4	Screen MHAONA01 provides users with several options for printing PPH Reports.	
	IF the user wants to print the PPH Report for...	THEN...
	all producers	ENTER “ALL” in the “Enter 'ALL' For All Producers” field.
a selected producer	enter 1 of the following and PRESS “Enter”: <ul style="list-style-type: none"> • last 4 digits of the producer’s ID number in the “Producers Last Four Digits of ID” field • producer’s last name in the “Producer Last Name” field. Enter partial name to do an inquiry. 	The PPH Report will be printed for the selected producer if any records are found on the payment history file. Screen MHAONA01 will be redisplayed.

--*

344, 345 (Reserved)

--346 Pending Payment Registers*A About the Pending Payment Registers**

When 2005 Hurricane TAP payments are processed, pending payment registers will be printed for each selected producer that is eligible for payment. This register informs County Offices of the following:

- amounts of the payment that has been computed
- the specific payment batch the payment will be processed through.

B Payment Batches

The payment batches are as follows.

- “B” - batch payments that have no special circumstances. These payments require no user intervention.
- “A” - assignment payments marked in the name and address file as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O” - online payments marked in the name and address file as having a flag set for any of the following:
 - receivable
 - claim
 - other agency claim
 - bankruptcy
 - deceased
 - missing
 - incompetent
 - nonresident alien.

These records **require** user intervention.

Note: Pending payment registers will only be printed for the payment batches being processed.--*

***--346 Pending Payment Registers (Continued)**

C Reviewing the Pending Payment Registers

The pending payment register is automatically printed after all selected payments have been computed. County Offices shall review the registers to ensure that payments have been computed properly.

Recommendation: It is recommended that the County Office print the producer’s Estimated Calculated Payment Report according to paragraph 272 for 2005 Hurricane TAP to verify payment amounts.

If a payable is not computed properly, County Offices shall:

- cancel CCC-184 or EFT **immediately** after it is processed
- correct the condition that caused the payable to be computed improperly
- reprocess the payment.

D Information on the 2005 Hurricane TAP Pending Payment Registers

The following information is printed on the pending payment register.

Field	Contents of Field
Producer Last 4 digit ID Number and ID Type	Producer last 4 digit ID number and ID type. Note: If the payment is for a joint operation, the joint operation will be printed. Members will not be printed.
Producer Entity Type	Producer entity type.
Producer Name	Name of producer. Note: If the producer or entity is a joint operation, the name of the joint operation appears first followed by the names of all the members eligible for payment.
Net Payment	Calculated payment amount.

--*

***--347 Nonpayment Registers**

A About the 2005 Hurricane TAP Nonpayment Registers

When payments are processed, a nonpayment register will be printed for each selected producer that is not eligible for payment. This register informs County Offices of the reason the payment is not being issued.

Note: A nonpayment register will be printed even if all the producers in the selected batch are being paid. The message, “No Exceptions for Selected Producers”, will be printed on the nonpayment register.

B Reviewing the Nonpayment Registers

The nonpayment register is automatically printed after all selected payments have been computed. County Offices shall review the nonpayment register to identify conditions that are preventing payments from being issued and take the appropriate action.--*

*--347 Nonpayment Registers (Continued)

C Nonpayment Register Exception Messages

County Offices shall resolve exception messages printed on the nonpayment register according to the following.

Message	Reason for Message	County Office Action
“Application is not approved for payment.”	COC payment approval date for the application is not recorded in the system.	Enter the approval date in the system according to paragraph 261.
“Payment computed to zero.”	The payment for the producer calculated to zero.	Ensure that the application data is loaded correctly in the system.
“Payment calculated to less than \$1.00.”	The accumulated payment for the producer does not round to at least \$1.	Ensure that the application data is loaded correctly in the system.
“Producer has refused ALL payments.”	The refuse payment flag in the Name and Address file is set to “Y” for the selected producer.	If the producer has: <ul style="list-style-type: none"> • refused program payments, then disregard the message • not refused program payments, then change the refuse payment flag to “N” in the name and address file.
“Invalid ID number and/or business type.”	Application is approved, but the producer ID and/or business type is not valid for payment purposes.	Correct the producer ID type, business type, or both if they are not loaded correctly in SCIMS.
“One or more members of joint operation are not eligible for payment.”	Joint operation has 1 or more members that are not eligible for payment.	This is an informational message.
“Producer is a member of joint operation 9999 X.”	Member of joint operation is eligible for payment, but joint operation is not eligible.	This is an informational message to tie the member back to the joint operation.
“Producer is a Joint Operation.”	The producer has an entity code of “02” or “03”.	This is an informational message and no action is required.
“Member information not found for the joint operation.”	Joint operation member information is not found on the permitted entity file.	Update the joint operation member information in the permitted entity file.

--*

*--347 Nonpayment Registers (Continued)

C Nonpayment Register Exception Messages (Continued)

Message	Reason for Message	County Office Action
“Producer is not recorded on entity file.”	The producer is a joint operation or entity and is not loaded in the joint operation or entity file according to 2-PL.	Ensure that the joint operation or entity information is loaded correctly in the joint operation or entity file according to 2-PL.
“Producer has a temporary ID number.”	The ID number for the selected producer has an ID type on the name and address file of “T” and the producer’s entity type is not “15”.	Producers with temporary ID numbers are not eligible for payment. Obtain the producer’s ID number and record the information on the application.
“Producer is a federal entity and not eligible for program benefits.”	Producer has a Federal tax ID number.	Do not issue a payment to a Federal entity.
“Producer is not eligible due to person determination status.”	The producer does not meet person determination provisions.	Update the producer eligibility according to COC determinations according to 3-PL. Note: Print Report MABDIG from the System 36 or the web-based Subsidiary Print to determine producer eligibility flag settings.
“Producer is not eligible due to AD-1026 certification status.”	The producer is not eligible because of AD-1026 certification status.	
“Producer is not eligible due to conservation compliance violation.”	The producer is not eligible because of conservation compliance violation.	
“Producer is not eligible due to controlled substance violation.”	The producer is not eligible because of controlled substance violation.	
“Producer is not eligible due to Fraud, including FCIC, violation.”	The producer is not eligible because of fraud, including FCIC, violation.	

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348 (Reserved)

--349 Using the Recovery Process*A Introduction**

If the system is interrupted for any reason while processing payments, the recovery program is executed when the option to issue payments is accessed again.

B Recovery Process

When an interruption occurs, the system attempts to automatically recover when either of the following occurs:

- the user selects any option on Menu FAX250 from the workstation that was processing payment before the interruption
- the user selects a payment option on the applicable payment processing menu.

The system recovers to the point of interruption or a report, file listing, or both print to assist in the recovery process.

C If an Interruption Is Detected

An error message screen will be displayed if an interruption is detected. The message, "An interruption in the payment processing has been detected. PRESS 'Enter' to attempt the recovery process. PLEASE DO NOT CANCEL", will be displayed. Canceling the process will damage the payment history file.

D After Recovery Is Completed

After the recovery process has been completed, a message screen will be displayed. The message, "The recovery process has completed. PRESS 'Enter' to continue with the options originally selected", will be displayed. The system then returns to the process that was originally selected on the applicable payment processing menu.

The user may now continue with original processing.--*

--350 Diagnostic Report*A When Report Will Print**

If intervention is required from the National Help Desk, the Diagnostic Report is placed on the spool file. A message will be displayed instructing the user that the recovery program has printed a report. The report will be on hold. The user must release the report from the spool file.

Do **not** destroy the report. This report contains information that is helpful to the National Help Desk in restoring the system.

B Contacting the Help Desk

If the Diagnostic Report is received, immediately contact the National Help Desk through the appropriate State Office personnel. Ensure that the report is available to assist the National Help Desk.

C State Office Action

The State Office shall:

- immediately contact the National Help Desk
- **not** attempt to correct the County Office system.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text
CCC-184	CCC Check		Text
CCC-434	Tree Assistance Program Application for Assistance	19	Text
CCC-435	Tree Assistance Program Technical Worksheet	20	3, 22, 24, 41
CCC-502	Farm Operating Plan for Payment Eligibility Review		5, 165
CCC-770 Eligibility	Eligibility Checklist		176, 300
CCC-770 TAP	2005 Hurricane TAP Checklist	176	300
CCC-896	2005 Hurricane Tree Assistance Program - Application for Assistance		Parts 13 and 14
CCC-896E	Estimated Calculated Payment Report		340
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		4, 102, 168, 175, 300
FSA-578	Report of Acreage		165

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
AGI	adjusted gross income	170
CES	County Extension Service	173
CRS	Common Receivable System	91, 134, Part 14
E-FC	eFunds Control	111
EFT	electronic funds transfer	91, 92, 102, 103, Part 14
ICAMS	Internet Combined Administrative Management	40
KC-ADC	Kansas City-Application Development Center	73, 91, 102, 310
PPH	Producer Payment History	151, 311, 328, 331, 332, 340, 343
SCIMS	Service Center Information Management System	165, 225, 226, 302, 347
WebCAAF	Web Central Authentication and Authorization	40

Delegations of Authority

None

Definitions of Terms Used in This Handbook

***--Application Period**

Application period means the date established by the Deputy Administrator for producers to apply for program benefits.

Bush

Bush (including a shrub) means a thick densely branched woody shrub planted in the ground grown for the production of an annual crop for commercial market for human consumption.

Commercial Use

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by an eligible producer.--*

Cutting

Cutting is a vine that was planted in the ground for commercial production of grapes, kiwi fruit, or passion fruit.

Fire Blight

Fire blight is a destructive bacterial disease caused by *Erwinia Amylovora* that attacks succulent tissues of blossoms, shoots, watersprouts, and root suckers. Infections may extend into scaffold limbs, trunks, or root systems and may kill the tree.

***--Fruit Tree**

Fruit tree means a woody perennial plant having a single main trunk, commonly exceeding 10 feet in height and usually devoid of branches below, but bearing a head of branches and foliage or crown of leaves at the summit that is grown for the production of an annual crop, including nuts, for commercial market for human consumption.--*

Definitions of Terms Used in This Handbook (Continued)**Individual Stand**

Individual stand is an area of trees, bushes, or vines that are tended by an owner as a single operation, whether or not such trees, bushes, or vines are planted in the same field or similar location. Trees, bushes, or vines in the same field or similar area may be separate individual stands if COC determines that the trees, bushes, or vines are susceptible to losses at significantly differing levels.

Lost

Lost means if the tree has been damaged to such an extent that it would be more economically beneficial to replace it than to leave it in its deteriorated, low producing, state as determined by FSA.

Natural Disaster

Natural disaster means plant disease, insect infestation, drought, fire, freeze, flood, earthquake, lightning, or other occurrence of such magnitude or severity so as to be considered disastrous as determined by the Secretary.

Normal Mortality

Normal mortality means the percentage of damaged or dead trees, bushes, or vines in the individual stand that normally occurs in a 12-month period established by STC.

***--Ornamental Nursery**

Ornamental nursery crop means, for program purposes, eligible nursery stock, including deciduous shrubs, broadleaf evergreens, coniferous evergreens, and shade and flowering trees.

Owner

Owner means one who had legal ownership of the trees, bushes, or vines for which benefits are being requested on the day such plant suffered losses because of an eligible hurricane or related condition as listed in Exhibit 10.--*

Definitions of Terms Used in This Handbook (Continued)

Program Year

Program year means a calendar year for which funding is available.

***--Seedling**

Seedling means a tree, bush, or vine that was planted in the ground for commercial purposes.

Stand

Stand means a contiguous acreage of the same crop of trees (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), or vines.--*

Timber

Timber is trees or wooded land that was planted with the intention of producing crops of timber from trees for commercial purposes.

***--Tree**

Tree means a tree (including Christmas trees, ornamental trees, nursery trees, and potted trees), bushes (including shrubs), and vines.

Vine

Vine means a perennial plant grown in the field under normal conditions from which an annual fruit crop is produced for commercial market for human consumption, such as grape, kiwi, or passion fruit that has a flexible stem supported by climbing, twining, or creeping along a surface.--*

Menu and Screen Index

This table lists the screens displayed in this handbook.

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***--Counties Approved for TAP-Pecans**

The following counties are eligible for TAP-Pecans.

Alabama				
FIPS	County		FIPS	County
01001	Autauga		01069	Houston
01003	Baldwin		01071	Jackson
01005	Barbour		01073	Jefferson
01007	Bibb		01075	Lamar
01009	Blount		01077	Lauderdale
01011	Bullock		01079	Lawrence
01013	Butler		01081	Lee
01015	Calhoun		01083	Limestone
01017	Chambers		01085	Lowndes
01019	Cherokee		01087	Macon
01021	Chilton		01089	Madison
01023	Choctaw		01091	Marengo
01025	Clarke		01093	Marion
01027	Clay		01095	Marshall
01029	Cleburne		01097	Mobile
01031	Coffee		01099	Monroe
01033	Colbert		01101	Montgomery
01035	Conecuh		01103	Morgan
01037	Coosa		01105	Perry
01039	Covington		01107	Pickens
01041	Crenshaw		01109	Pike
01043	Cullman		01111	Randolph
01045	Dale		01113	Russell
01047	Dallas		01115	St. Clair
01049	De Kalb		01117	Shelby
01051	Elmore		01119	Sumter
01053	Escambia		01121	Talladega
01055	Etowah		01123	Tallapoosa
01057	Fayette		01125	Tuscaloosa
01059	Franklin		01127	Walker
01061	Geneva		01129	Washington
01063	Greene		01131	Wilcox
01065	Hale		01133	Winston
01067	Henry			
Florida				
FIPS	County		FIPS	County
12001	Alachua		12023	Columbia
12003	Baker		12027	De Soto
12005	Bay		12029	Dixie
12007	Bradford		12031	Duval
12009	Brevard		12033	Escambia
12011	Broward		12035	Flagler
12013	Calhoun		12037	Franklin
12015	Charlotte		12039	Gadsden
12017	Citrus		12041	Gilchrist
12019	Clay		12043	Glades
12021	Collier		12045	Gulf

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***--Counties Approved for TAP-Pecans (Continued)**

Florida (Continued)				
FIPS	County		FIPS	County
12047	Hamilton		12089	Nassau
12049	Hardee		12091	Okaloosa
12051	Hendry		12093	Okeechobee
12053	Hernando		12095	Orange
12055	Highlands		12097	Osceola
12057	Hillsborough		12103	Pinellas
12059	Holmes		12105	Polk
12061	Indian River		12107	Putnam
12063	Jackson		12109	St. Johns
12065	Jefferson		12111	St. Lucie
12067	Lafayette		12113	Santa Rosa
12069	Lake		12115	Sarasota
12071	Lee		12117	Seminole
12073	Leon		12119	Sumter
12075	Levy		12121	Suwannee
12077	Liberty		12123	Taylor
12079	Madison		12125	Union
12081	Manatee		12127	Volusia
12083	Marion		12129	Wakulla
12085	Martin		12131	Walton
12086	Miami-Dade		12133	Washington
12087	Monroe			
Georgia				
FIPS	County		FIPS	County
13001	Appling		13079	Crawford
13003	Atkinson		13081	Crisp
13005	Bacon		13083	Dade
13007	Baker		13085	Dawson
13011	Banks		13087	Decatur
13017	Ben Hill		13089	De Kalb
13019	Berrien		13091	Dodge
13021	Bibb		13093	Dooly
13023	Bleckley		13095	Dougherty
13025	Brantley		13099	Early
13027	Brooks		13101	Echols
13035	Butts		13105	Elbert
13037	Calhoun		13107	Emanuel
13039	Camden		13109	Evans
13043	Candler		13111	Fannin
13045	Carroll		13117	Forsyth
13049	Charlton		13119	Franklin
13057	Cherokee		13121	Fulton
13061	Clay		13123	Gilmer
13063	Clayton		13127	Glynn
13065	Clinch		13131	Grady
13067	Cobb		13133	Greene
13069	Coffee		13137	Habersham
13071	Colquitt		13141	Hancock
13075	Cook		13145	Harris

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***--Counties Approved for TAP-Pecans (Continued)**

Georgia (Continued)				
FIPS	County		FIPS	County
13147	Hart		13255	Spalding
13149	Heard		13257	Stephens
13153	Houston		13261	Sumter
13155	Irwin		13263	Talbot
13159	Jasper		13265	Taliaferro
13161	Jeff Davis		13267	Tattnall
13167	Johnson		13269	Taylor
13169	Jones		13271	Telfair
13171	Lamar		13275	Thomas
13173	Lanier		13277	Tift
13175	Laurens		13279	Toombs
13183	Long		13281	Towns
13185	Lowndes		13283	Treutlen
13187	Lumpkin		13287	Turner
13191	McIntosh		13289	Twiggs
13193	Macon		13291	Union
13195	Madison		13293	Upson
13201	Miller		13299	Ware
13207	Monroe		13303	Washington
13209	Montgomery		13305	Wayne
13225	Peach		13307	Webster
13227	Pickens		13309	Wheeler
13229	Pierce		13311	White
13231	Pike		13315	Wilcox
13235	Pulaski		13317	Wilkes
13237	Putnam		13319	Wilkinson
13241	Rabun		13321	Worth
13249	Schley			
Louisiana				
FIPS	County		FIPS	County
22005	Ascension		22073	Ouachita
22007	Assumption		22075	Plaquemines
22009	Avoyelles		22079	Rapides
22015	Bossier		22087	St. Bernard
22017	Caddo		22089	St. Charles
22029	Concordia		22091	St. Helena
22033	East Baton Rouge		22093	St. James
22043	Grant		22095	St. John the Baptist
22051	Jefferson		22099	St. Martin
22055	Lafayette		22103	St. Tammany
22057	Lafourche		22105	Tangipahoa
22063	Livingston		22109	Terrebonne
22071	Orleans		22117	Washington

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Counties Approved for TAP-Pecans (Continued)

Mississippi				
FIPS	County		FIPS	County
28001	Adams		28077	Lawrence
28005	Amite		28085	Lincoln
28021	Claiborne		28087	Lowndes
28023	Clarke		28091	Marion
28025	Clay		28095	Monroe
28029	Copiah		28099	Neshoba
28031	Covington		28101	Newton
--28035	Forrest--		28103	Noxubee
28037	Franklin		28105	Oktibbeha
28039	George		28109	Pearl River
28041	Greene		28111	Perry
28045	Hancock		28113	Pike
28047	Harrison		28121	Rankin
28049	Hinds		28123	Scott
28059	Jackson		28127	Simpson
28061	Jasper		28129	Smith
28063	Jefferson		28131	Stone
28065	Jefferson Davis		28147	Walthall
28067	Jones		28149	Warren
28069	Kemper		28153	Wayne
28073	Lamar		28157	Wilkinson
28075	Lauderdale		28159	Winston
New Jersey				
FIPS	County		FIPS	County
34019	Hunterdon		34037	Sussex
34021	Mercer		34041	Warren
New York				
FIPS	County		FIPS	County
36007	Broome		36101	Steuben
36017	Chenango		36105	Sullivan
36025	Delaware		36107	Tioga
36071	Orange		36111	Ulster
36095	Schoharie			
North Carolina				
FIPS	County		FIPS	County
37001	Alamance		37051	Cumberland
37003	Alexander		37057	Davidson
37005	Alleghany		37067	Forsyth
37009	Ashe		37071	Gaston
37011	Avery		37075	Graham
37017	Bladen		37081	Guilford
37021	Buncombe		37087	Haywood
37023	Burke		37089	Henderson
37025	Cabarrus		37093	Hoke
37027	Caldwell		37097	Iredell
37033	Caswell		37099	Jackson
37035	Catawba		37109	Lincoln
37045	Cleveland		37111	McDowell
37047	Columbus		37113	Macon

*--Counties Approved for TAP-Pecans (Continued)

North Carolina (Continued)				
FIPS	County		FIPS	County
37115	Madison		37165	Scotland
37119	Mecklenburg		37169	Stokes
37121	Mitchell		37173	Swain
37149	Polk		37175	Transylvania
37151	Randolph		37179	Union
37155	Robeson		37189	Watauga
37157	Rockingham		37193	Wilkes
37161	Rutherford		37199	Yancey
Pennsylvania				
FIPS	County		FIPS	County
42003	Allegheny		42075	Lebanon
42005	Armstrong		42077	Lehigh
42007	Beaver		42079	Luzerne
42009	Bedford		42081	Lycoming
42013	Blair		42087	Mifflin
42015	Bradford		42089	Monroe
42017	Bucks		42091	Montgomery
42019	Butler		42093	Montour
42023	Cameron		42095	Northampton
42025	Carbon		42097	Northumberland
42027	Centre		42099	Perry
42029	Chester		42101	Philadelphia
42031	Clarion		42103	Pike
42033	Clearfield		42105	Potter
42041	Cumberland		42107	Schuylkill
42043	Dauphin		42109	Snyder
42045	Delaware		42111	Somerset
42047	Elk		42113	Sullivan
42049	Erie		42115	Susquehanna
42055	Franklin		42117	Tioga
42057	Fulton		42119	Union
42059	Greene		42123	Warren
42061	Huntingdon		42125	Washington
42063	Indiana		42127	Wayne
42065	Jefferson		42129	Westmoreland
42067	Juniata		42131	Wyoming
42069	Lackawanna		42133	York
42073	Lawrence			

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***--Counties Approved for TAP-Pecans (Continued)**

South Carolina				
FIPS	County		FIPS	County
45015	Berkeley		45055	Kershaw
45017	Calhoun		45057	Lancaster
45019	Charleston		45061	Lee
45021	Cherokee		45063	Lexington
45023	Chester		45067	Marion
45025	Chesterfield		45069	Marlboro
45027	Clarendon		45071	Newberry
45031	Darlington		45073	Oconee
45033	Dillon		45077	Pickens
45039	Fairfield		45079	Richland
45041	Florence		45083	Spartanburg
45043	Georgetown		45085	Sumter
45045	Greenville		45089	Williamsburg
45051	Horry		45091	York
Virginia				
FIPS	County		FIPS	County
51005	Alleghany		51121	Montgomery
51023	Botetourt		51141	Patrick
51041	Chesterfield		51149	Prince George
51045	Craig		51161	Roanoke
51053	Dinwiddie		51570	Colonial Heights (ind. City)
51063	Floyd		51670	Hopewell (ind. City)
51071	Giles		51730	Petersburg (ind. City)
51085	Hanover		51760	Richmond (ind. City)
51087	Henrico		51770	Roanoke (ind. City)
Puerto Rico				
FIPS	County		FIPS	County
72001	Adjuntas		72043	Coamo
72003	Aguada		72045	Comerio
72005	Aguadilla		72047	Corozal
72007	Aguas Buenas		72049	Culebra
72009	Aibonito		72051	Dorado
72011	Añasco		72053	Fajardo
72013	Arecibo		72054	Florida
72015	Arroyo		72057	Guayama
72017	Barceloneta		72061	Guaynabo
72019	Barranquitas		72065	Hatillo
72021	Bayamón		72067	Hormigueros
72025	Caguas		72069	Humacao
72027	Camuy		72071	Isabela
72029	Canóvanas		72073	Jayuya
72031	Carolina		72075	Juana Díaz
72033	Cataño		72077	Juncos
72035	Cayey		72081	Lares
72037	Ceiba		72083	Las Marias
72039	Ciales		72085	Las Piedras
72041	Cidra		72087	Loíza

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***--Counties Approved for TAP-Pecans (Continued)**

Puerto Rico				
FIPS	County		FIPS	County
72089	Luquillo		72123	Salinas
72091	Manatí		72129	San Lorenzo
72093	Maricao		72131	San Sebastian
72095	Maunabo		72133	Santa Isabel
72099	Moca		72135	Toa Alta
72101	Morovis		72137	Toa Baja
72103	Naguabo		72139	Trujillo Alto
72105	Naranjito		72141	Utua
72107	Orocovis		72143	Vega Alta
72109	Patillas		72145	Vega Baja
72115	Quebradillas		72147	Vieques
72117	Rincón		72149	Villalba
72119	Río Grande		72151	Yabucoa
Virgin Islands				
FIPS	County		FIPS	County
78010	St. Croix		78030	St. Thomas
78020	St. John			

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State Practice Rates and Mortality Rates

The following table provides practice rates and mortality rates for each State. See paragraph 7 for a list of practice codes and descriptions.

State	Practice								Normal Mortality
	1 Site Prep	2 Planting Cost	3 Maple Trees	4 Fruit & Nut	5 Vines	6 Pecan Rehab	7 Timber	8 *--Natural Regeneration (per acre)	
Alabama	\$500.00	\$10.00	\$ -	\$15.00	\$4.00	\$40.00	\$0.23	\$135	3%
Alaska	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Arizona	\$300.00	\$ 2.00	\$ -	\$ -	\$4.00	\$ -	\$1.00	\$135	3%
Arkansas	\$100.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$40.00	\$0.56	\$135	3%
California	\$750.00	\$ 2.00	\$ -	\$13.00	\$4.00	\$ -	\$0.75	\$135	3%
Colorado	\$500.00	\$ 2.00	\$ -	\$ 6.00	\$4.00	\$ -	\$1.00	\$135	3%
Connecticut	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Delaware	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Florida	\$500.00	\$ 2.00	\$ -	\$15.00	\$4.00	\$30.00	\$0.16	\$135	3%
Georgia	\$500.00	\$10.00	\$ -	\$15.00	\$4.00	\$40.00	\$0.53	\$135	3%
Guam	\$500.00	\$ 2.00	\$ -	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Hawaii	\$500.00	\$ 2.00	\$ -	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Idaho	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Illinois	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$0.75	\$135	3%
Indiana	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$0.75	\$135	3%
Iowa	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$20.00	\$1.00	\$135	3%
Kansas	\$500.00	\$ 1.00	\$ -	\$ 7.50	\$4.00	\$ -	\$1.00	\$135	3%
Kentucky	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Louisiana	*--\$500.00--*	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$40.00	\$0.56	\$135--*	3%

State Practice Rates and Mortality Rates (Continued)

State	Practice								Normal Mortality
	1 Site Prep	2 Planting Cost	3 Maple Trees	4 Fruit & Nut	5 Vines	6 Pecan Rehab	7 Timber	8 *--Natural Regeneration (per acre)	
Maine	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Maryland	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Massachusetts	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Michigan	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$0.50	\$135	3%
Minnesota	\$131.25	\$ 2.00	\$6.73	\$ 5.25	\$4.00	\$ -	\$0.50	\$135	3%
Mississippi	\$100.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$40.00	\$0.56	\$135	3%
Missouri	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$40.00	\$1.00	\$135	3%
Montana	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Nebraska	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$30.00	\$1.00	\$135	3%
Nevada	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$0.75	\$135	3%
New Hampshire	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
New Jersey	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
New Mexico	\$300.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$40.00	\$1.00	\$135	3%
New York	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
North Carolina	\$410.00	\$ 4.00	\$ -	\$12.00	\$4.00	\$40.00	\$0.40	\$135	3%
North Dakota	\$500.00	\$ 2.00	\$1.00	\$ 1.00	\$4.00	\$ 6.00	\$1.00	\$135	3%
Ohio	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$0.65	\$135	3%
Oklahoma	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$0.30	\$135	3%
Oregon	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135--*	3%

State Practice Rates and Mortality Rates (Continued)

State	Practice								Normal Mortality
	1 Site Prep	2 Planting Cost	3 Maple Trees	4 Fruit & Nut	5 Vines	6 Pecan Rehab	7 Timber	8 *--Natural Regeneration (per acre)	
Pennsylvania	\$500.00	\$ 2.00	\$3.00	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Rhode Island	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
South Carolina	\$500.00	\$ 3.00	\$ -	\$15.00	\$4.00	\$40.00	\$0.53	\$135	3%
South Dakota	\$500.00	\$ 2.00	\$ -	\$ 4.50	\$4.00	\$ -	\$1.00	\$135	3%
Tennessee	\$260.00	\$ 1.25	\$ -	\$ 8.00	\$4.00	\$10.40	\$0.40	\$135	3%
Texas	\$250.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$5.00	\$1.00	\$135	3%
Utah	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Vermont	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Virginia	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Virgin Islands	\$500.00	\$ 2.00	\$ -	\$15.00	\$4.00	\$30.00	\$0.16	\$135	3%
Washington	\$500.00	\$ 2.00	\$ -	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
West Virginia	\$500.00	\$ 2.00	\$8.00	\$ 8.00	\$4.00	\$ -	\$1.00	\$135	3%
Wisconsin	\$216.16	\$ 0.38	\$0.78	\$ 8.00	\$4.00	\$ -	\$0.71	\$135	3%
Wyoming	\$164.00	\$ 2.00	\$ -	\$ -	\$4.00	\$ -	\$1.00	\$135	3%
Somoa	\$500.00	\$ 2.00	\$ -	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Micronesia	\$500.00	\$ 2.00	\$ -	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Mariana	\$500.00	\$ 2.00	\$ -	\$ 7.00	\$4.00	\$ -	\$1.00	\$135	3%
Puerto Rico	\$500.00	\$ 2.00	\$ -	\$15.00	\$4.00	\$30.00	\$0.16	\$135--*	3%

Eligible Counties

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Alabama	Baldwin	8/29/05 – 10/28/05			
	Bibb	8/29/05 – 10/28/05			
	Blount	8/29/05 – 10/28/05			
	Butler	8/29/05 – 10/28/05			
	Chilton	8/29/05 – 10/28/05			
	Choctaw	8/29/05 – 10/28/05			
	Clarke	8/29/05 – 10/28/05			
	Colbert	8/29/05 – 10/28/05			
	Conecuh	8/29/05 – 10/28/05			
	Covington	8/29/05 – 10/28/05			
	Cullman	8/29/05 – 10/28/05			
	Dallas	8/29/05 – 10/28/05			
	Escambia	8/29/05 – 10/28/05			
	Fayette	8/29/05 – 10/28/05			
	Franklin	8/29/05 – 10/28/05			9/23/05 – 11/22/05
	Geneva	8/29/05 – 10/28/05			
	Greene	8/29/05 – 10/28/05			
	Hale	8/29/05 – 10/28/05			
	Jefferson	8/29/05 – 10/28/05			
	Lamar	8/29/05 – 10/28/05			
	Lauderdale	8/29/05 – 10/28/05			
	Lawrence	8/29/05 – 10/28/05			
	Limestone	8/29/05 – 10/28/05			
	Lowndes	8/29/05 – 10/28/05			
	Marengo	8/29/05 – 10/28/05			
	Marion	8/29/05 – 10/28/05			
	Marshall	8/29/05 – 10/28/05			
	Mobile	8/29/05 – 10/28/05			
	Monroe	8/29/05 – 10/28/05			
	Morgan	8/29/05 – 10/28/05			
Perry	8/29/05 – 10/28/05				
Pickens	8/29/05 – 10/28/05				
St Clair	8/29/05 – 10/28/05				
Shelby	8/29/05 – 10/28/05				
Sumter	8/29/05 – 10/28/05				

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Alabama (Cntd)	Tuscaloosa	8/29/05 – 10/28/05			
	Walker	8/29/05 – 10/28/05			
	Washington	8/29/05 – 10/28/05			
	Wilcox	8/29/05 – 10/28/05			
	Winston	8/29/05 – 10/28/05			
Arkansas	Ashley	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Chicot	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Columbia	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Crittenden	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Desha	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lafayette	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lee	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Miller	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Phillips	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	St. Francis	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Union	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
Florida	Bay	8/24/05 – 10/23/05			
	Brevard				10/23/05 – 12/22/05
	Broward	8/24/05 – 10/23/05			10/23/05 – 12/22/05
	Calhoun	8/24/05 – 10/23/05			
	Charlotte				10/23/05 – 12/22/05
	Collier	8/24/05 – 10/23/05			10/23/05 – 12/22/05
	De Soto				10/23/05 – 12/22/05
	Escambia	8/24/05 – 10/23/05			
	Franklin	8/24/05 – 10/23/05			
	Glades				10/23/05 – 12/22/05
	Gulf	8/24/05 – 10/23/05			
	Hardee				10/23/05 – 12/22/05
	Hendry				10/23/05 – 12/22/05
	Highlands				10/23/05 – 12/22/05
	Hillsborough				10/23/05 – 12/22/05
	Holmes	8/24/05 – 10/23/05			
	Indian River				10/23/05 – 12/22/05
	Jackson	8/24/05 – 10/23/05			
	Lee				10/23/05 – 12/22/05
	Liberty	8/24/05 – 10/23/05			
	Manatee				10/23/05 – 12/22/05
	Martin				10/23/05 – 12/22/05
	Miami-Dade	8/24/05 – 10/23/05			10/23/05 – 12/22/05
Monroe	8/24/05 – 10/23/05			10/23/05 – 12/22/05	
Okaloosa	8/24/05 – 10/23/05				
Okeechobee				10/23/05 – 12/22/05	

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Florida (Cntd)	Orange				10/23/05 – 12/22/05
	Osceola				10/23/05 – 12/22/05
	Palm Beach				10/23/05 – 12/22/05
	Polk				10/23/05 – 12/22/05
	St. Lucie				10/23/05 – 12/22/05
	Santa Rosa	8/24/05 – 10/23/05			
	Sarasota				10/23/05 – 12/22/05
	Volusia				10/23/05 – 12/22/05
	Wakulla	8/24/05 – 10/23/05			
	Walton	8/24/05 – 10/23/05			
	Washington	8/24/05 – 10/23/05			
Louisiana	Acadia	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Allen	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Ascension	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Assumption	8/29/05 – 10/28/05			
	Avoyelles	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Beauregard	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Bienville	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Bossier	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Caddo	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Calcasieu	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Caldwell	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Cameron	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Catahoula	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Claiborne	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Concordia	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	De Soto	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	East Baton Rouge	8/29/05 – 10/28/05			
	East Carroll	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	East Feliciana	8/29/05 – 10/28/05			
	Evangeline	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
Franklin	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Grant	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Iberia	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Iberville	8/29/05 – 10/28/05				

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Louisiana (Cntd)	Jackson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Jefferson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Jefferson Davis	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lafayette	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lafourche	8/29/05 – 10/28/05			
	La Salle	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lincoln	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Livingston	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Madison	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Morehouse	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Natchitoches	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Orleans	8/29/05 – 10/28/05			
	Ouachita	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Plaquemines	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Pointe Coupee	8/29/05 – 10/28/05			
	Rapides	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Red River	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Richland	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Sabine	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	St. Bernard	8/29/05 – 10/28/05			
	St. Charles	8/29/05 – 10/28/05			
	St. Helena	8/29/05 – 10/28/05			
	St. James	8/29/05 – 10/28/05			
	St. John the Baptist	8/29/05 – 10/28/05			
	St. Landry	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	St. Martin	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	St. Mary	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	St. Tammany	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tangipahoa	8/29/05 – 10/28/05			
	Tensas	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Terrebonne	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Union	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Vermilion	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
Vernon	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Washington	8/29/05 – 10/28/05				
Webster	8/29/05 – 10/28/05		9/23/05 – 11/22/05		

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Louisiana (Cntd)	West Baton Rouge	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	West Carroll	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	West Feliciana	8/29/05 – 10/28/05			
	Winn	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
Mississippi	Adams	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Alcorn	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Amite	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Attala	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Benton	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Bolivar	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Calhoun	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Carroll	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Chickasaw	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Choctaw	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Claiborne	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Clarke	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Clay	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Coahoma	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Copiah	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Covington	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	De Soto	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Forrest	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Franklin	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	George	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Greene	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Grenada	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Hancock	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Harrison	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Hinds	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Holmes	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Humphreys	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Issaquena	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Itawamba	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Jackson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Jasper	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Jefferson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
Jefferson Davis	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Jones	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Kemper	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Lafayette	8/29/05 – 10/28/05		9/23/05 – 11/22/05		
Lamar	8/29/05 – 10/28/05		9/23/05 – 11/22/05		

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Mississippi (Cntd)	Lauderdale	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lawrence	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Leake	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lee	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Leflore	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lincoln	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lowndes	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Madison	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Marion	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Marshall	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Monroe	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Montgomery	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Neshoba	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Newton	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Noxubee	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Oktibbeha	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Panola	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Pearl River	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Perry	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Pike	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Pontotoc	8/29/05 – 10/28/05			
	Prentiss	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Quitman	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Rankin	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Scott	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Sharkey	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Simpson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Smith	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Stone	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Sunflower	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tallahatchie	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tate	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tippah	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tishomingo	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Tunica	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Union	8/29/05 – 10/28/05			
	Walthall	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Warren	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Washington	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Wayne	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Webster	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Wilkinson	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Winston	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Yalobusha	8/29/05 – 10/28/05		9/23/05 – 11/22/05	

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Mississippi (Cntd)	Winston	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Yalobusha	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Yazoo	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
North Carolina	Beaufort		9/11/05 – 11/10/05		
	Bladen		9/11/05 – 11/10/05		
	Brunswick		9/11/05 – 11/10/05		
	Carteret		9/11/05 – 11/10/05		
	Columbus		9/11/05 – 11/10/05		
	Craven		9/11/05 – 11/10/05		
	Currituck		9/11/05 – 11/10/05		
	Dare		9/11/05 – 11/10/05		
	Duplin		9/11/05 – 11/10/05		
	Hyde		9/11/05 – 11/10/05		
	Jones		9/11/05 – 11/10/05		
	Lenoir		9/11/05 – 11/10/05		
	New Hanover		9/11/05 – 11/10/05		
	Onslow		9/11/05 – 11/10/05		
	Pamlico		9/11/05 – 11/10/05		
	Pender		9/11/05 – 11/10/05		
	Pitt		9/11/05 – 11/10/05		
	Sampson		9/11/05 – 11/10/05		
Tyrell		9/11/05 – 11/10/05			
Washington		9/11/05 – 11/10/05			
South Carolina	Horry		9/11/05 – 11/10/05		
Tennessee	Fayette	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Giles	8/29/05 – 10/28/05			
	Hardeman	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Hardin	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Lawrence	8/29/05 – 10/28/05			
	McNairy	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Shelby	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Wayne	8/29/05 – 10/28/05			

Eligible Counties (Continued)

State	County	Disaster Period			
		Katrina	Ophelia	Rita	Wilma
Texas	Anderson			9/23/05 – 11/22/05	
	Angelina			9/23/05 – 11/22/05	
	Austin			9/23/05 – 11/22/05	
	Brazoria			9/23/05 – 11/22/05	
	Cass	8/29/05 – 10/28/05		9/23/05 – 11/22/05	
	Chambers			9/23/05 – 11/22/05	
	Cherokee			9/23/05 – 11/22/05	
	Fort Bend			9/23/05 – 11/22/05	
	Galveston			9/23/05 – 11/22/05	
	Gregg			9/23/05 – 11/22/05	
	Grimes			9/23/05 – 11/22/05	
	Hardin			9/23/05 – 11/22/05	
	Harris			9/23/05 – 11/22/05	
	Harrison			9/23/05 – 11/22/05	
	Henderson			9/23/05 – 11/22/05	
	Houston			9/23/05 – 11/22/05	
	Jasper			9/23/05 – 11/22/05	
	Jefferson			9/23/05 – 11/22/05	
	Leon			9/23/05 – 11/22/05	
	Liberty			9/23/05 – 11/22/05	
	Madison			9/23/05 – 11/22/05	
	Marion			9/23/05 – 11/22/05	
	Matagorda			9/23/05 – 11/22/05	
	Montgomery			9/23/05 – 11/22/05	
	Morris			9/23/05 – 11/22/05	
	Nacogdoches			9/23/05 – 11/22/05	
	Newton			9/23/05 – 11/22/05	
	Orange			9/23/05 – 11/22/05	
	Panola			9/23/05 – 11/22/05	
	Polk			9/23/05 – 11/22/05	
	Rusk			9/23/05 – 11/22/05	
	Sabine			9/23/05 – 11/22/05	
	San Augustine			9/23/05 – 11/22/05	
	San Jacinto			9/23/05 – 11/22/05	
Shelby			9/23/05 – 11/22/05		
Smith			9/23/05 – 11/22/05		
Trinity			9/23/05 – 11/22/05		
Tyler			9/23/05 – 11/22/05		
Upshur			9/23/05 – 11/22/05		
Walker			9/23/05 – 11/22/05		
Waller			9/23/05 – 11/22/05		
Wharton			9/23/05 – 11/22/05		