

UNITED STATES DEPARTMENT OF AGRICULTURE

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.

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--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.

***--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)

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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:	

--*

***--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.

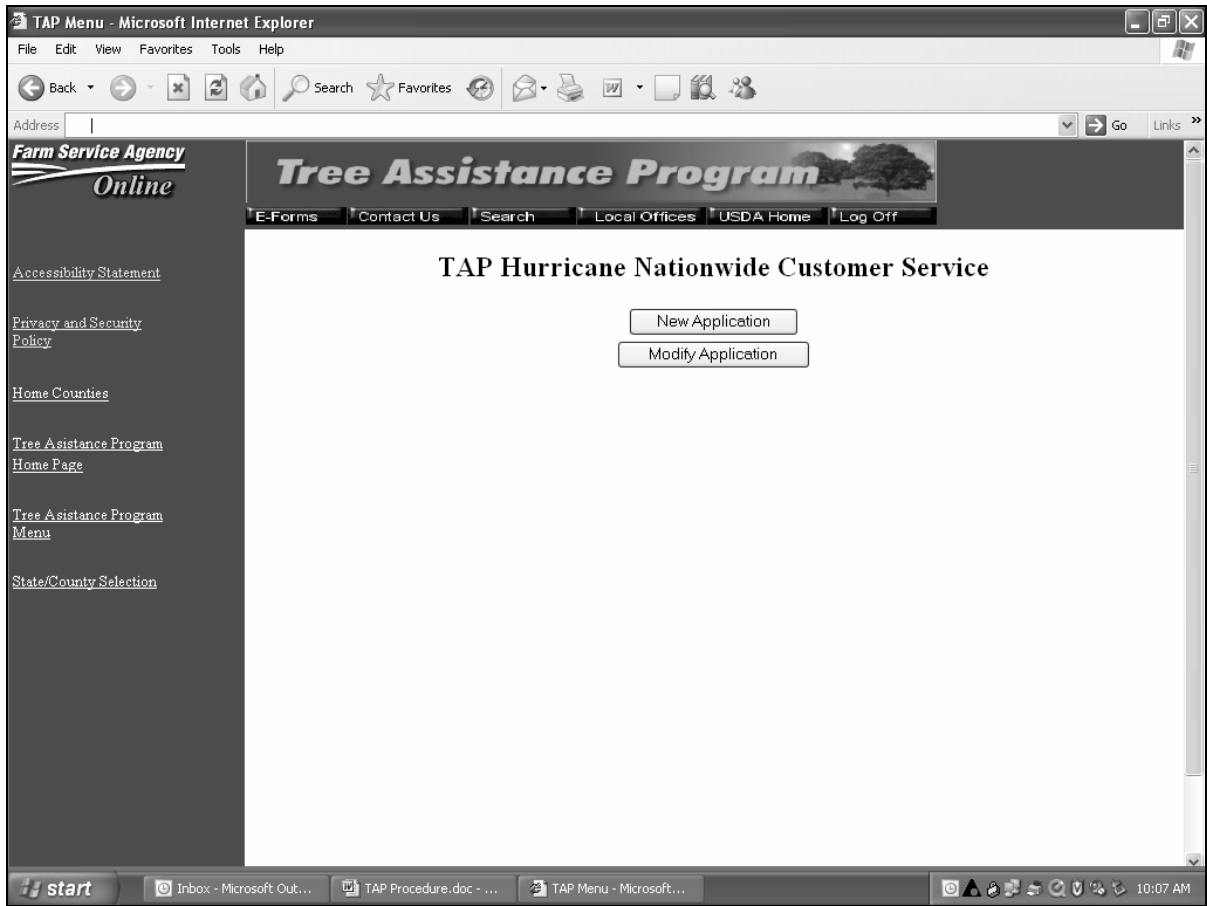
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177-189 (Reserved)

*--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.

--*

*--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.

--*

*--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...	THEN the...
	"N" was entered Note: This indicates the payment is in the County Office or EFT has not been transmitted.	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.
			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.
	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. 	there are additional overpayment records that were selected on Screen MHA00E	the Overpayment Transfer Selection Screen will be redisplayed each time "Enter" is pressed.
	skip the displayed overpayment record	PRESS "Cmd2".	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.
	end the process without transferring any overpayments to CRS	PRESS "Cmd7".	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.
	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".
end processing without accessing the overpayment	PRESS "Cmd7".	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".	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.	The PPH Report will be printed for all producers and members of joint operations that are found on the payment history file. Screen MHAONA01 will be redisplayed.
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.	

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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.

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*--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

Menu and Screen Index

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MZAKPN01	TAP Payments	83
MZAKPS01	TAP Cancel Screen	92

