FSA
HANDBOOK

Tobacco Transition Payment Program

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

16-TB

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

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Farm Service Agency
Washington, DC 20250

Tobacco Transition Payment Program 16-TB	Amendment 2

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reasons for Amendment

Subparagraph 4 B has been amended to update the references:

- for the system to establish receivables as NRRS
- related to PAR.

Subparagraph 4 C has been amended to:

- remove the reference related to PAR
- update the method to submit the quarterly report by FAX or e-mail.

Subparagraph 22 C has been amended to include all of the filing dates applicable for submitting a late-filed CCC-955/CCC-956.

Subparagraph 23 D has been amended to update what status is to be selected for CCC-960's when updating a contract.

Subparagraph 24 B has been amended to update:

- a paragraph reference for Unpaid Contracts (Pre-Payment) Report
- when to place CCC-955/CCC-956's in a DI status.

Subparagraph 24 C has been amended to clarify when prompt pay interest is due.

Subparagraph 24 F has been amended to provide the correct procedure for handling Treasury checks returned to the County Office.

Subparagraph 26 B has been amended to update the procedure for terminating or changing BQL of sold or transferred CCC-955/CCC-956's.

Subparagraphs 26 D through G have been amended to update the procedures for creating receivables for contract termination or BQL change of sold or transferred CCC-955/CCC-956's.

A Reasons for Amendment (Continued)

Subparagraph 51 I has been added to include procedures for managing assignments on CCC-955/CCC-956's held by deceased participants.

Subparagraph 64 A has been amended to include the proper procedure to correct CCC-955/CCC-956 involving a resolved SCIMS record.

Subparagraph 65 B has been amended to update the procedure when processing CCC-971 to include the transfer effective date.

Subparagraph 65 C has been amended to include the description of new error messages that may display when processing CCC-971.

Subparagraph 65 D has been added to include instructions:

- for entering receivable information on contracts with a canceled payment
- if equitable relief has been granted when processing CCC-971.

Subparagraph 67 B has been added to provide policy and procedure for correcting rejected TTPP payments.

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1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Menu and Screen Index
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Part 1 General Information

1 Overview

A Source of Authority

TTPP administration Authority is provided by the following:

- American Jobs Creation Act of 2004 Title VI, Sections 621 through 624, Pub. L. 108-357
- 7 CFR Part 1463.

B Funding

American Jobs Creation Act of 2004, Title VI, Sections 625 through 627 provide for establishing assessments on certain domestic manufacturers and importers of tobacco products to fund TTPP. The American Jobs Creation Act of 2004 assessment provision regulations are located in 7 CFR Part 1463.

C Related Handbooks

This table lists handbooks that are related to TTPP.

IF the questions are about….	THEN see…
audits and investigations	9-AO.
appeals	1-APP.
record keeping	25-AS.
common management provisions	1-CM.
farm reconstitutions	2-CM.
land ownership	3-CM.
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2 Responsibilities

A DAFP Responsibilities

No provision or delegation to PSD, CED, COC, DD, SED, or STC shall preclude DAFP, or designee, from determining any question arising under TTPP or from reversing or modifying any determination made by COC's or STC's.

B PSD Responsibilities

TTPP will be administered under PSD's general supervision.

C STC Responsibilities

TTPP will be carried out by both COC's and STC's.

STC's and their representatives have **no** authority to modify or waive provisions within this handbook.

STC's shall:

- take any action required by the provisions of this handbook that has **not** been taken by COC
- correct, or require COC to correct, any action taken by COC that is **not** according to this handbook
- require COC to withhold taking any action that is **not** according to this handbook
- perform spot checks according to subparagraph 25 B.

2 Responsibilities (Continued)

D State Office Responsibilities

State Offices shall:

- review and submit requests to PSD for approval to adjust total farm BQL's

- review and approve **all** IT's **before** County Office terminates CCC-955/CCC-956 (paragraph 66)

- notify PSD of CCC-955/CCC-956's terminated through IT's (paragraph 66)

- for CCC-973's:

  - review to ensure that CCC-973 is complete and correct
  - complete the State contact information
  - sign completed CCC-973
  - *****--FAX to PSD at 202-690-3307--*****

- review county 3-year average production yield according to subparagraphs 34 C and 44 E.

E COC Responsibilities

COC's shall:

- review open estates according to subparagraph 22 J

- consider acceptable production evidence documentation according to subparagraph 41 C

- determine TTPP shares according to paragraph 42

- review county 3-year average production yield according to subparagraphs 34 C and 44 E.

Note: COC has **no** authority to make initial determinations about CCC-955/CCC-956's.

2 Responsibilities (Continued)

F County Office Responsibilities

County Offices shall:

- correct CCC-955/CCC-956's that require:
  - BQL changes (paragraph 63)
  - TIN changes (paragraph 64)
  - termination or cancellation (paragraph 66)
- determine if prompt payment interest is due on all unpaid approved CCC-955/CCC-956's as of October 1 of each respective FY (subparagraph 24 C)
- obtain State Office approval before processing IT (paragraph 66)
- obtain State Office approval for adjustments to total farm BQL (subparagraphs 36 E and 46 D)
- if a farm needs to be added to the TTPP database:
  - complete CCC-973 county contact and farm information
  - provide CED signature
  - FAX signed CCC-973 to the State Office
- complete CCC-770 TTPP for each CCC-955/CCC-956 according to paragraph 25.

G DD Responsibilities

DD's shall:

- review COC active estate findings (subparagraph 22 J)
- concur with COC determination for the estate to be recognized
- spot-check assignments (subparagraph 51 E)
- perform spot check reviews (subparagraph 25 B).

H CED Responsibilities

CED's shall:

- represent CCC as the approving official on CCC-955's, CCC-956's, and CCC-960's

  Note: CED has the sole authority for each initial CCC-955/CCC-956 determination, whether that determination is approve or disapprove.

- approve CCC-973, if a farm needs to be added to TTPP database
- perform spot checks (subparagraph 25 B).

3 Request for Farm Load

A Farms Missing From the TTPP Database

County Office shall submit CCC-973 to State Office for approval and submission to PSD, when it has been determined by CED that the farm with tobacco history was **not** included in the original TTPP database.

Reasons that farms may be missing from the TTPP database include, but are **not** limited to, the following:

- 2000 or 2001 carry-over tobacco
- acreage report taken manually and **not** loaded correctly
- dropped farms
- failure to share in the risk of production
- partial reconstitutions
- STC-restored farms
- tract combinations
- non-agriculture, did **not** correct remaining tracts.

Note: These situations prohibit County Offices from entering and approving eligible CCC-955/CCC-956's.

B Adding Missing Farms

PSD has the authority to request that ITSD input missing farms with information provided by County Offices into TTPP database.

Note: Revised producer shares are to be handled according to paragraph 42. Do **not** submit CCC-973 for revised shares.

4 Required Quarterly Reports

A Quarterly Reporting

Quarterly reports are required for CCC-955/CCC-956's in PE status because of CL's, IT's, VC's, VT's, or BQL decreases, as follows:

- County Offices shall complete CCC-975 (RPT-I-00-TB-07-01) according to subparagraph B
- State Offices shall complete CCC-976 (RPT-I-00-TB-07-02) according to subparagraph C.

4 Required Quarterly Reports (Continued)

B County Office Action

County Offices shall:

- take action to correct all contracts that require termination or BQL decrease
- maintain all necessary information identified in this handbook for each action performed
- obtain State Office approval before processing any actions in this handbook
- create manual receivables in CRS for IT's and BQL reductions on sold or transferred CCC-955/CCC-956's

•*****--see 64-FI for establishing a manual receivable in NRRS

- apply any payment to the debt
- once the debt has been collected in full, submit a remedy ticket for all adjustments to the total farm BQL through State Office
- submit a remedy ticket for all adjustments to the total farm BQL--*****
- adjust BQL once notified of PSD approval for temporary BQL increases
- complete the information on CCC-975 (RPT-I-00-TB-07-01)
- provide CED signature
- FAX signed CCC-975's (RPT-I-00-TB-07-01) to the State Office quarterly, on January 15, April 15, July 15, and October 15.

  Note: Negative reports are required.

4 Required Quarterly Reports (Continued)

C State Office Representative Action

The State Office representative shall:

- review and approve all IT's **before** the County Office terminates CCC-955/CCC-956
- notify PSD of CCC-955/CCC-956's terminated through IT
- notify the County Office of any additional CCC-955/CCC-956's that require action

*** * ***

- compile the information from all CCC-975's (RPT-I-00-TB-07-01) on CCC-976 (RPT-I-00-TB-07-02)

•*****--submit signed CCC-976's (RPT-I-00-TB-07-02) to PSD quarterly on January 31, April 30, July 31, and October 31 by either of the following:

- e-mail to Kelly Hereth at **kelly.hereth@wdc.usda.gov**
- FAX at 202-690-3307.**--***

Note: Negative reports are **required**.

5-20 (Reserved)

Part 2 TTPP Provisions

21 Eligibility

A Eligible Quota Holders

An eligible quota holder is a person who, as of October 22, 2004, has either of the following interests in a farm for which FSA established a farm basic marketing quota for the 2004 marketing year:

- fee simple
- life estate.

An eligible quota holder does **not** include any other person who claims a lien, may have caused any marketing quota to have been transferred from the farm, or has any of the following:

- a security interest
- other similar equitable interest in the farm or in any personal asset of the owner of the farm or a producer on the farm
- a remainder interest or any other contingent interest in the farm or in any personal asset of the owner of the farm or a producer on the farm.

21 Eligibility (Continued)

B Eligible Producers

Eligible producers are:

- landlords
- operators
- owners
- sharecroppers who shared in the risk of producing tobacco on a farm where tobacco was produced, or considered planted, where a tobacco poundage quota or acreage allotment was assigned to the farm for the 2002, 2003, or 2004 marketing years
- tenants.

An eligible producer **must** comply with the wetland, highly erodible land, and controlled substance provisions according to 6-CP.

21 Eligibility (Continued)

C Eligible Kinds of Tobacco

The following kinds of tobacco are eligible for TTPP:

- burley (type 31)
- flue-cured (types 11-14)
- cigar-filler and binder (types 42, 43, 44, 53, 54, and 55)
- dark air-cured (types 35 and 36)
- fire-cured (types 21, 22, and 23)
- Virginia sun-cured (type 37).

22 CCC-955/CCC-956 Provisions

A CCC-955/CCC-956's

CCC will enter into:

- CCC-955 and CCC-955 Appendix with eligible quota holders
- CCC-956 and CCC-956 Appendix with eligible producers.

Notes: The definitions and provisions contained in the CCC-955/CCC-956 Appendix are terms and conditions of CCC-955/CCC-956. The CCC-955/CCC-956 Appendix shall be provided to the quota holder/producer **before** they sign CCC-955/CCC-956 to ensure the terms and conditions are understood.

A quota holder/producer who signs CCC-955/CCC-956 signifies agreement to the terms and conditions contained in the CCC-955/CCC-956 Appendix.

A separate CCC-955/CCC-956 **must** be filed by/for each:

- county
- FSN
- type of tobacco
- quota holder/producer.

22 CCC-955/CCC-956 Provisions (Continued)

B Signup and Payment

TTPP signup began March 14, 2005, and ended June 17, 2005.

During each FY 2005 through 2014, CCC will make a payment to each eligible quota holder and producer in an amount equal to 10 percent of the total amount (10 annual installments) due under CCC-955/CCC-956.

C Late-Filed CCC-955/CCC-956's

CCC-955/CCC-956's submitted to CCC after June 17, 2005, are considered late-filed and; therefore, CCC-955/CCC-956 holder will receive only the TTPP payments that have **not** been made according to the following filing dates:

- June 18, 2005, through December 2, 2005, for FY 2006 and future payments or 9 annual installments

- December 3, 2005, through November 1, 2006, for FY 2007 and future payments or 8 annual installments

- November 2, 2006, through November 1, 2007, for FY 2008 and future payments or 7 annual installments

- November 2, 2007, through November 1, 2008, for FY 2009 and future payments or 6 annual installments

- November 2, 2008, through November 1, 2009, for FY 2010 and future payments or 5 annual installments

- ***--**November 2, 2009, through November 1, 2010, for FY 2011 and future payments or 4 annual installments

- November 2, 2010, through November 1, 2011, for FY 2012 and future payments or 3 annual installments

- November 2, 2011, through November 1, 2012, for FY 2013 and future payments or 2 annual installments

- November 2, 2012, through November 1, 2013, for FY 2014 for the final annual installment.

Note: See paragraph 52 for deadlines related to transfers to successors-in-interest.**--***

D Signature and Authorizations

Provisions in 1-CM, Part 32, apply to TTPP.

22 CCC-955/CCC-956 Provisions (Continued)

E Dissolved Entities Before Entering Into CCC-955/CCC-956

For entities dissolved after October 22, 2004, but **before** entering into CCC-955/CCC-956, the members will be considered the eligible CCC-955/CCC-956 holders. BQL eligible for TTPP will be divided among the members based on each member's share of the entity.

F Missing or Incompetent Persons

Provisions in 1-CM, Part 33, apply to TTPP.

G Minor Children

Minor children are eligible for CCC-955/CCC-956, if otherwise an eligible tobacco quota holder or producer according to subparagraphs 21 A and B.

H Foreign Person or Entity

Foreign persons or foreign entities are eligible for CCC-955/CCC-956, if otherwise an eligible quota holder or producer according to subparagraphs 21 A and B.

I Deceased Quota Holder or Producer

If an eligible quota holder or producer dies after October 22, 2004, before or after entering into CCC-955/CCC-956, BQL eligible for payment will be paid to the surviving spouse.

Note: If no surviving spouse, BQL eligible for payment will be paid to the deceased quota holder's or producer's estate.

22 CCC-955/CCC-956 Provisions (Continued)

J Rule for Estates of More Than 2 Payment Years

Following the period of 2 TTPP years after the TTPP year in which an individual dies, the deceased individual's estate shall **not** be considered to be eligible for payment **unless**, on a case-by-case basis, COC determines that the estate is still active and is being kept active for reasons other than for obtaining program payments.

Note: COC determination shall be made based on information provided by an authorized representative of the estate.

For estates of duration greater than 2 TTPP years after the TTPP year in which an individual dies, COC **must** determine that the estate:

- has proven that it is still active for the current year, and the administrator, executor, etc., is still making required reports to the court

- is being kept active for the current year for reasons other than for obtaining program payments subject to 1-PL provisions.

Note: The estate's authorized representative should provide any other information that establishes a basis for the required determination.

For estates of duration greater than 2 TTPP years after an individual dies, DD **must**:

- review COC findings
- concur with the determination for the estate to be recognized.

22 CCC-955/CCC-956 Provisions (Continued)

J Rule for Estates of More Than 2 Payment Years (Continued)

Effective beginning with FY 2009 annual payments, estates must provide EIN according to 1-CM, paragraph 178.5.

CCC-955/CCC-956 Payments to Estate CCC-955/CCC-956 Holder								
Date of Death of Individual CCC-955/CCC-956 Holder			Payment Program Year					
From	To	Program Year	2009	2010	2011	2012	2013	2014
October 1, 2013	September 30, 2014	2014						X
October 1, 2012	September 30, 2013	2013					X	X
October 1, 2011	September 29, 2012	2012				X	X	X
October 1, 2010	September 30, 2011	2011			X	X	X	COC
October 1, 2009	September 30, 2010	2010		X	X	X	COC	COC
October 1, 2008	September 30, 2009	2009	X	X	X	COC	COC	COC
October 1, 2007	September 29, 2008	2008	X	X	COC	COC	COC	COC
October 1, 2006	September 30, 2007	2007	X	COC	COC	COC	COC	COC
Before	September 30, 2006	2006	COC	COC	COC	COC	COC	COC

"X" = Current and/or prior annual TTPP payments to the estate can be made during the program year provided that the estate is active when the payment is made.

"COC" = Current and/or prior year annual TTPP payments to the estate **cannot** be made during the program year until COC has preformed the required annual review of the estate.

Note: Payment program year begins October 1 of the prior year; for example, the 2009 payment program year begins October 1, 2008, and ends on September 30, 2009.

22 CCC-955/CCC-956 Provisions (Continued)

K Payment Limitation

TTPP payments are **not** subject to payment limitation provisions.

L Liens and Mortgages

Liens and mortgages held by financial institutions on farms with tobacco quota attached do **not** apply to TTPP payments.

M Bankruptcy

Bankruptcy status does **not** exclude a quota holder or producer from requesting TTPP payments.

Note: Contact the OGC Regional Attorney for guidance on issuing TTPP payments on all bankruptcy cases.

N Administrative Offset

TTPP payments are subject to administrative offset.

O FSA-211's

FSA-211's may be used **if** "All current and all future programs" is specified according to 1-CM.

23 CCC-955/CCC-956 Actions

A Completing CCC 955/CCC 956 Second Party Reviews

County Offices shall:

- before approval, complete a second party review of all CCC-955/CCC-956's associated with a farm using CCC-955A/CCC-956A for the applicable kind of tobacco
- update CCC-955/CCC-956's to the proper status, if applicable
- create and update CCC-960 with a copy of the approved CCC-955/CCC-956 to its proper status, print, and mail to the holder.

B Approvals

CED shall:

- complete CCC-955 or CCC-956, items 7A and 7B, marking the action taken as "**Approved**"
- print automated CCC-960 according to paragraph 62 and complete items 8A through 8C
- mail a copy of the completed CCC-960, along with a copy of the approved CCC-955/CCC-956, to the CCC-955/CCC-956 holder
- maintain original documents in the County Office.

23 CCC-955/CCC-956 Actions (Continued)

C Disapprovals

CED shall:

- disapprove CCC-955/CCC-956 for reasons that include, but are **not** limited to:
  - disputed shares
  - incomplete or inaccurate documentation
- complete CCC-955 or CCC-956, items 7A and 7B, marking action taken as "**Disapproved**"

  Note: CCC-960 will **not** print for a disapproved CCC-955/CCC-956.
- attach a copy of the disapproved CCC-955/CCC-956 to a disapproval letter that provides appeal rights according to 1-APP and mail disapproved CCC-955/CCC-956 and disapproval letter to CCC-955/CCC-956 holder.

D CCC-960 Statuses

CCC-960 was developed to notify quota holders and producers of their right to appeal their BQL. CCC-960 statuses are:

•***--**"**not applicable**", when either of the following occurs:

- CCC-955/CCC-956 second party review is completed **without** any changes to BQL and is in AP status
- CCC-955/CCC-956 is transferred to a successor without any changes to BQL**--***

- "**mailed**", when a quota holder/producer CCC-955/CCC-956 required BQL changes because of the second party review, requiring a new/replacement signed CCC-955/CCC-956
- "**received**", when CCC-960 was mailed and has been returned signed to the County Office.

  Notes: "Received" status **must** be updated in the TTPP software on the **same day** CCC-960 is received in the County Office.

  --**If the CCC-960 status is "mailed", the contract will not be paid until it is updated to "received".**--

23 CCC-955/CCC-956 Actions (Continued)

E Setting CCC-960 Statuses

This table provides steps to be taken **after** the second party review is completed.

IF BQL changes…	THEN…
were **not** required	• CCC-955/CCC-956 shall be updated to AP status **Important:** For CCC-955/CCC-956 to be updated to AP status, **all** the following conditions **must** be met: • the county **has** a signed CCC-955/CCC-956 with correct BQL • a second party review has been completed for **all** CCC-955/CCC-956's on the affected farm • CCC-955/CCC-956 holder meets **all** TTPP eligibility requirements. **Note:** Payment requests for second party reviewed CCC-955/CCC-956's with AP status will be transferred to NPS during the next TTPP payment cycle. • CCC-960 shall be updated to "**not applicable**" status.
are required	• enter modified BQL on CCC-955/CCC-956 • update CCC-955/CCC-956 to PE status • print CCC-955/CCC-956 for signature • when the new/resulting CCC-955/CCC-956 is signed, CCC-960 shall be: • created • updated to "**mailed**" status • mailed to the quota holder or producer for signature. **Note:** If the signed CCC-960 is **not** returned, a 30-calendar-day waiting period for payment will apply.

23 CCC-955/CCC-956 Actions (Continued)

F BQL Appeals

If 1 quota holder or producer from a multiple quota holder/producer farm indicates wants to appeal, **all** CCC-955/CCC-956's associated with that farm **must** be place in DI status until **all** appeal rights have been exhausted. If all signed CCC-960's on a farm are returned with item 9 A checked, all CCC-960 associated with the farm shall be updated to "received" status.

Where there are both CCC-955's and CCC-956's (or multiple kinds of tobacco) on the same farm, each type of CCC-955/CCC-956 (or kinds of tobacco) shall be treated separately.

Example: FSN 1 has 1 quota holder who has appealed to COC. CCC-955 shall be changed to DI status. CCC-956's on this farm **will not** be affected by the quota holder dispute.

23 CCC-955/CCC-956 Actions (Continued)

G Disputes

CED shall:

- when discovered, flag disputed shares in the TTPP software
- review quota holder eligibility when adding or changing owners according to 3-CM, subparagraph 22 A to determine ownership as of October 22, 2004
- contact affected parties and request that each affected party provide supporting documentation to prove shares denied
- after reviewing supporting documentation, establish shares for requested TTPP payments and notify each affected party of the decision

  Note: Allow parties 30 calendar days to either return the signed CCC-955/CCC-956 with the revised shares or provide each party the opportunity to appeal to COC according to 1-APP.

- approve CCC-955/CCC-956, if all parties return the signed CCC-955/CCC-956 with the revised shares within 30 calendar days
- if any party files an appeal, notify all other affected parties immediately of the following:
  - an appeal has been filed
  - the time and date of the COC meeting to review the case
  - **no** CCC-955/CCC-956 can be approved until the matter is resolved.

Data used to compute BQL is appealable under 1-APP provisions.

BQL formula:

- applies to everyone
- is a matter of general applicability
- **not** appealable.

COC shall:

- invite all affected parties to attend the appeal
- decide appropriate TTPP shares based on documentation filed by each party
- notify the affected parties of the decision and provide appeal rights according to 1-APP.

23 CCC-955/CCC-956 Actions (Continued)

H Mailing CCC-955/CCC-956's and Appendices

CED may:

- mail CCC-955/CCC-956 with applicable Appendix on request
- use CCC-955/CCC-956, Remarks Section to remind CCC-955/CCC-956 applicant of the applicable filing deadline.

Note: Follow current policy for handling PII.

24 CCC-955/CCC-956 Payments

A Annual Payment Due Date

The annual FY payment due date is September 30 of each FY. TTPP payments will be made in January, to the extent practicable, of each FY.

B Preparing for FY Annual Payments

Before issuing FY annual payments, County Offices shall:

- follow internal controls and procedures to reasonably ensure that payments and disbursements are valid and sufficiently supported to prevent improper payments

- review TTPP automated subsidiary eligibility checks for producer CCC-955/CCC-956 payments (subparagraph 43 D)

- use the Unpaid Contracts (Pre-Payment) Report to validate all CCC-955/CCC-956's in ***--**AP and DI statuses (subparagraph 68 I)**--***

- ensure that all assignments are established at the CCC-955/CCC-956 level

- ensure that all assignees are loaded in SCIMS

- ***--**ensure that remaining CCC-955/CCC-956's are placed into DI status if either of the following occurs:

  - BQL or TIN are invalid
  - contract holder is deceased or entity is dissolved**--***

- ensure that all CCC-955/CCC-956's where CCC-971 (paragraph 52) was **not** processed are placed into DI status, excluding CCC-955/CCC-956's where CCC-971 was filed after November 1, that are **not** effective until the next FY payment

- complete CCC-770 TTPP (paragraph 25) for **all** new/replacement CCC-955/CCC-956's (ORG, CCC-971, TXC, TXN according to subparagraph 61 A) **before** FY annual payment disbursement.

24 CCC-955/CCC-956 Payments (Continued)

C Prompt Payment Interest

Annual FY TTPP payments on all approved CCC-955/CCC-956's disbursed after September 30 of each FY will be eligible for prompt payment interest. The interest will be calculated from September 30 of the applicable FY. TTPP Prompt Payment Interest Determination software will automatically calculate the correct amount of interest due.

CCC-955/CCC-956 holders are:

- eligible for prompt payment interest, if TTPP software limitations delayed the disbursement

- **not** eligible for prompt payment interest, if payment was **not** disbursed by October 1 of each FY because of a dispute of BQL, shares, or ownership.

***--**County Offices must update the prompt payment interest flag for TTPP payments disbursed after September 30 of the applicable FY as follows:

- "**No**" if receipt of required documentation and/or repayment of a receivable occurs after the applicable FY

- "**Yes**" if the delay is because of County Office error or software limitations.

Note: Failure to update the prompt payment interest flag will prevent the payment from being uploaded to NPS. If prompt payment interest is owed, County Offices must request additional funds.**--***

D Misrepresentation and Scheme and Device

A CCC-955/CCC-956 holder **must** refund **all** payments received on **all** CCC-955/CCC-956's if CCC determines that the person has:

- erroneously represented **any** fact affecting a TTPP determination made according to TTPP provisions

- adopted **any** scheme or device that tends to defeat TTPP purposes

- made **any** fraudulent representation affecting a TTPP determination made according to TTPP provisions.

Follow paragraph 66 to process IT.

24 CCC-955/CCC-956 Payments (Continued)

E Overpayment (Receivable) Processing

Since TTPP is processed through a web-based system, an overpayment (receivable) generated from a modified CCC-955/CCC-956 will be transmitted back to the originating County Office. NPS uses a debt datamart to find and display receivable information. Overpayment (receivable) information is transmitted by the originating County Office to NPS's datamart during end-of-day processing. To ensure that all outstanding TTPP overpayments (receivables) are accessible to NPS, ensure that end-of-day processing is performed **daily**.

To ensure that overpayments (receivables) are processed in a timely fashion so they may be applied against future payments, the County Office should be aware of certain system ***--**requirements (64-FI).

F Processing Treasury Checks Returned to the County Office

See 1-FI, Part 7, Section 2 to replace Treasury checks returned to the County Office. Apply replacement checks to canceled payment before processing a CCC-971 transfer.

If a Treasury check is returned after CCC-971 has been processed and the successor is entitled to the payment, the County Office must submit a remedy ticket to increase the number of annual installments on the contract.**--***

25 CCC-770 TTPP's

A CCC-770 TTPP Requirements

FSA employees shall:

- complete CCC-770 TTPP's for **all** new/replacement CCC-955/CCC-956's, or CCC-971 resulting CCC-955/CCC-956's, **before** FY annual payment disbursement

- complete CCC-770 TTPP's for new/replacement CCC-955/CCC-956's, or CCC-971 resulting CCC-955/CCC-956's for **all** FSA employees, including STC's and COC's

- obtain CCC-770 TTPP at **http://165.221.16.90/dam/ffasforms/currentforms.asp**

- maintain a copy of CCC-770 TTPP in the CCC-955/CCC-956 folder.

The signature of the preparer certifies that each item necessary was completed. All employees directly involved with processing **all** new/replacement CCC-955/CCC-956's, or CCC-971 resulting CCC-955/CCC-956's, shall certify and date CCC-770 TTPP's, as applicable.

B Spot Check Policy

CED or designee shall for each FY:

- spot check the first five CCC-770 TTPP's completed by FSA employees for new/replacement CCC-955/CCC-956's, or CCC-971 resulting CCC-955/CCC-956's

- randomly spot check a minimum of five CCC-770 TTPP's for new/replacement CCC-955/CCC-956's, or CCC-971 resulting CCC-955/CCC-956's for **each** FSA employee participating in TTPP, including STC's and COC's.

STC or designee shall spot check a minimum of 5, not to exceed 10, CCC-770 TTPP's spot checked by CED in each Service Center.

Additional CCC-770 TTPP spot checks will be **required**, if apparent internal control deficiencies are found during CED or STC representative reviews.

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's

A Overview

Only CCC-955/CCC-956's in AP or DI status can be terminated or canceled in TTPP software. TTPP does **not** currently provide functionality to enter IT's for CCC-955/CCC-956's sold through CCC-962 or transferred through CCC-971.

When CCC-955/CCC-956's to be terminated has been sold through CCC-962, CCC **must**:

- continue to pay the lump-sum provider any payments remaining on CCC-955/CCC-956's
- create a manual receivable for the entire CCC-955/CCC-956's amount against the original CCC-955/CCC-956's holder.

When CCC-955/CCC-956's to be terminated have been transferred through CCC-971, CCC-955/CCC-956's **must** be placed in DI status and a receivable **must** be created for the total amount of all payments made to CCC-955/CCC-956 holder.

Note: VT's and BQL decreases must **only** be performed when CCC-955/CCC-956 correction is because of an error by the County Office. If there has **not** been an error by the County Office, the County Office should manually IT CCC-955/CCC-956.

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's (Continued)

B County Office Action

County Offices shall:

- take action to correct all CCC-955/CCC-956's that require termination or BQL decrease
- maintain all necessary information identified in this paragraph for each action performed
- ***--**obtain State Office approval in writing before processing any actions in this paragraph
- create receivables in NRRS for IT's and BQL reductions
- see 64-FI for establishing a manual receivable in NRRS if the contract has been sold or transferred
- apply any payment to the debt
- once the debt has been collected in full, submit a remedy ticket through the State--***** Office for all adjustments to the total farm BQL

*** * ***

- adjust BQL once notified of PSD approval for temporary BQL increases
- complete information on CCC-975 (RPT-I-00-TB-07-01)
- provide CED signature
- FAX signed CCC-975's (RPT-I-00-TB-07-01) to the State Office quarterly on January 15, April 15, July 15, and October 15.

Note: Negative reports are **required**.

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's (Continued)

C State Office Representative Action

The State Office representative shall:

- review and approve on all IT's **before** County Office terminates CCC-955/CCC-956
- notify PSD of CCC-955/CCC-956's terminated through IT
- notify the County Office of any additional CCC-955/CCC-956's that require action

*** * ***

- compile the information from all CCC-975's (RPT-I-00-TB-07-01) on CCC-976 (RPT-I-00-TB-07-02)
- FAX signed CCC-976's (RPT-I-00-TB-07-02) to PSD quarterly on January 31, April 30, July 31, and October 31 to 202-690-3307.

D Creating Receivables for VT or IT of Sold or Transferred CCC-955/CCC-956's

County Offices shall take the following steps to complete VT's or IT's for **sold** CCC-955/CCC-956's.

Step	Action

1	*****--Establish a receivable, according to 64-FI, for the entire CCC-955/CCC-956 amount through CRS using the applicable program code "05TTPPCOMMPRO" or "05TTPPCOMMQUO". This:--*****
	
	• allows the initial notification letter to be issued
	• starts the clock for the following:
	
	  • automated demand letter to be issued in 30 calendar days
	  •*****--receivable to be subject to TOP in 90 calendar days.--*****
	
	Note: Calculate CCC-955/CCC-956 amount for the receivable using the following formulas:
	
	  • Quota Holder; (CCC-955 BQL x $7 ÷ 10) x Number of CCC-955 Installments
	
	  • Producer; (CCC-956 BQL x $1 ÷ 10) x Number of CCC-956 Installments.

2	*****--When a payment is received, follow 64-FI to apply the payment to the receivable.--*****
*** * ***	*** * ***

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's (Continued)

D Creating Receivables for VT or IT of Sold or Transferred CCC-955/CCC-956's (Continued)

Notes: * * *

VT's must **only** be performed when CCC-955/CCC-956 error is because of an error by the County Office.

County Offices must **not** write-off, withdraw, or compromise these debts. Contact ***--**PSD through the State Office with any questions about debts.**--***

E Creating Receivables for VT or IT Transferred CCC-955/CCC-956's

County Offices shall take the following steps to complete VT or IT for **transferred** CCC-955/CCC-956's.

Step	Action
1	Identify **all** CCC-955/CCC-956's related to CCC-955/CCC-956's being terminated by running the TTPP Contract Maintenance Report. See subparagraph 68 H for instructions to run the TTPP Contract Maintenance Report.
2	Update CCC-971 resulting CCC-955/CCC-956's to DI status. This will prevent any future payments from being made on CCC-955/CCC-956's.
3	Use the TTPP Manage Contract Payment functionality to cancel all payments made on CCC-971 resulting CCC-955/CCC-956's. **Note:** This will create all necessary receivables for past payments.
4	***--**Apply the payment to the receivables according to 64-FI.**--*** **Note:** CCC-955/CCC-956 owner **must** be "Active" in SCIMS to cancel a payment.

Note: County Offices must **not** write-off, withdraw, or compromise these debts. Contact ***--**PSD through the State Office with any questions about debts.**--***

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's (Continued)

F Creating Receivables for CCC-955/CCC-956 BQL Decreases for Sold CCC-955/CCC-956's

County Offices shall take the following steps to complete **BQL decreases for sold** CCC-955/CCC-956's.

Step	Action
1	***--**Establish a receivable, according to 64-FI, for the entire amount of BQL reduction for all CCC-955/CCC-956 years through NRRS using the applicable program code "05TTPPCOMMPRO" or "05TTPPCOMMQUO". This:**--*** • allows the initial notification letter to be issued • starts the clock for the automated demand letter to be issued in 30 calendar days •***--**allows the receivable to be subject to TOP in 90 calendar days.**--*** **Note:** Calculate BQL reduction amount for the receivable using the following formulas: • Quota Holder; (CCC-955 BQL x $7 ÷ 10) x Number of CCC-955 Installments • Producer; (CCC-956 BQL x $1 ÷ 10) x Number of CCC-956 Installments.
2	***--**When a payment is received, follow 64-FI to apply the payment to the receivable.**--***
*** * ***	*** * ***

Notes: * * *

BQL decreases must **only** be performed when the contract error is because of an error by the County Office.

County Offices must **not** write-off, withdraw, or compromise these debts. Contact ***--**PSD through the State Office with any questions about debts.**--***

26 Termination or BQL Change of Sold or Transferred CCC-955/CCC-956's (Continued)

G Creating Receivables for CCC-955/CCC-956 BQL Decreases

County Offices shall take the following steps to complete **BQL decreases for transferred** CCC-955/CCC-956's.

Step	Action
1	Identify all CCC-955/CCC-956's related to CCC-955/CCC-956's being terminated by running the TTPP Contract Maintenance Report. See subparagraph 68 H for instructions to run the TTPP Contract Maintenance Report.
2	Update CCC-971 resulting CCC-955/CCC-956's to DI status. This will prevent any future payments from being made on CCC-955/CCC-956's.
3	***--**Establish a receivable, according to 64-FI, for the entire amount of BQL reduction for all CCC-955/CCC-956 years through NRRS using the applicable program code "05TTPPCOMMPRO" or "05TTPPCOMMQUO". This:**--*** • allows the initial notification letter to be issued • starts the clock for the automated demand letter to be issued in 30 calendar days •***--**allows the receivable to be subject to TOP in 90 calendar days.**--*** **Note:** Calculate BQL reduction amount for the receivable using the following formulas: • Quota Holder; (CCC-955 BQL x $7 ÷ 10) x Number of CCC-955 Installments • Producer; (CCC-956 BQL x $1 ÷ 10) x Number of CCC-956 Installments.
***--**4	If a Treasury check that has **not** been endorsed is returned, the County Office must request a replacement check be issued back to the County Office according to 1-FI.
5	Apply the payment to the receivable according to 64-FI. **Note:** County Offices must **not** write-off, withdraw, or compromise these debts. Contact PSD through the State Office with any questions about debts.
6	If the correct owner applies for BQL, the County Office will have to temporarily increase the farm BQL to satisfy the new CCC-955/CCC-956, as follows: • County Office **must** submit a remedy ticket to increase the total farm BQL **Note:** The request **must** include documentation that the receivables have been collected. • PSD **must** approve the remedy ticket to increase the total farm BQL **before** the**--*** County Office increases BQL.

27-30 (Reserved)

Part 3 Quota Holder Provisions

31 General Provisions

A History

TTPP provides for payments to be made to persons who owned farms on October 22, 2004, for which tobacco quota was assigned for the 2004 marketing year. Payments to quota holders are based on the marketing quota assigned to the farm for the 2002 marketing year.

B Attachment of Eligibility

After an individual, entity or joint operation has been determined to be an eligible quota holder and enters into and has an approved CCC-955, eligibility has attached to the quota holder and will remain attached to the quota holder regardless of whether or **not** the:

- farm that qualified the individual as eligible for TTPP is subsequently sold or transferred
- individual, entity, or joint operation no longer has any interest in the production of tobacco on any farm.

C Payment Rate

Eligible quota holders are eligible to receive $7 per pound based on the 2002 basic quota. Payments will be made in 10 annual installments beginning FY 2005 and ending FY 2014.

TTPP annual payments will be calculated by multiplying the eligible quota holder's BQL on each farm times $0.70 per pound.

D HELC/WC and Controlled Substance Provisions

Quota holder TTPP payments are **not** subject to HELC/WC or controlled substance provisions.

32 Ownership

A Documenting Land Ownership

Parties who sign CCC-955 are certifying to land ownership as of October 22, 2004.

CED shall follow procedure in 3-CM, paragraph 22 about ownership of land.

Under TTPP there are 2 additional forms of documentation that may be accepted as proof of land ownership for TTPP purposes as follows:

- documentation to support that a person received a Phase II payment distribution from their respective State

- 2004 real estate tax bill sent by the county where the farm is located with a certification from the person to whom the bill was sent using CCC-961 (subparagraph B).

Note: An affidavit of ownership is **not** acceptable as proof of ownership of land for TTPP.

B TTPP Real Estate Certification

CED shall accept a current real estate tax bill as proof that the person owns the land in question. If the person to whom the bill is sent certifies on CCC-961 that additional people are also owners of the land in question, accept CCC-961 as proof of ownership.

32 Ownership (Continued)

C Land Ownership Exceptions

If FSA-375 S&P's were in effect **before** October 22, 2004, and the parties agreed to the transfer of the quota pounds on the farm, TTPP payments will be disbursed to the owner of the farm to which the quota was to be transferred.

The permanent transfer of quota **must** be agreed on by **all** associated parties in writing. If FSA-375 S&P's, filed by all parties **before** October 22, 2004, would have been approved if a 2005 quota had been established, the buying farms owners shall be considered the quota holders for TTPP.

There may have been transfers that were **not** reported to FSA, or incomplete transfers of tobacco quotas and farms, as October 22, 2004. To ensure that only persons who meet the eligible quota holder provisions receive a TTPP payment, CED shall require TTPP participant to make certain representations about whether the tobacco quota or their farm had been transferred to another person.

D Undivided Ownership Interest

Land owners with undivided ownership interests in a tract can assign or divide BQL among all owners of the tract in any amount that does **not** exceed the tract's BQL.

Not all tract owners are required to sign CCC-955. However, if at a later date a tract owner disputes the assignment or division of the tract's BQL, no further payments will be made to **any** owner until **all** administrative appeal rights have been exhausted and each owner's respective share has been determined.

E Spouses Signing for Zero Shares

A spouse listed as an owner on a deed does **not** have to sign for a zero share on CCC-955. However, if at a later date the spouse disputes the assignment of BQL, no further payments shall be made to **either** party until **all** administrative appeals rights have been exhausted and each owner's respective share has been determined.

F Life Estate

A person who retains a life estate in a farm or in a tract of a farm that has a tobacco quota attached is considered the land owner and is; therefore, considered the quota holder under TTPP.

33 Quota Holder BQL Provisions

A Eligible Quota Holder Poundage

Quota pounds eligible for TTPP will be the basic quota allocated for marketing year 2002. The total quota pounds eligible for TTPP **cannot** exceed the 2002 BQL established for the farm. If there are multiple owners on a tract, all owners **must** agree on percentage of shares of BQL. The BQL for all owners on the farm **cannot** exceed the farm's BQL.

For kinds of tobacco, other than flue-cured and burley, the basic quota was calculated by multiplying the 2002 basic allotment times the county average production yield for 2001, 2002, and 2003.

B New Farms

If a new farm allotment or quota was established on the farm in marketing year 2003 or 2004, the quota holder will **not** be eligible for a TTPP payment.

C Quota Reduction Because of CRP

Quota pounds that where protected under CRP shall be considered eligible pounds on quota holder CCC-955's.

D Quota on University Land

Quota established on land owned by a university is eligible for TTPP.

34 Adjustments

A Allotment and Quota Reductions

BQL shall be determined using the reduced allotment or quota when a farm allotment or quota reduction has occurred.

B Inequity Adjustments

BQL shall be determined using the inequity adjustment.

34 Adjustments (Continued)

C County 3-Year Average Production Yield

BQL will be calculated using the average production yield for 2001, 2002, and 2003 for that kind of tobacco in the county in which the allotment other then flue-cured tobacco is assigned.

For the purposes of determining the county 3-year average production yield, failed acreage means acreage that was timely planted with the intent to harvest, but because of natural disaster the crop failed before it could be brought to harvest. For farms with total losses during all of the marketing years 2001, 2002, and 2003, use the county average production yield.

For failed acreage, the county **must** have been provided documentation by producers that the crop was planted using farming practices consistent for the crop and area, but could **not** be brought to harvest because of disaster conditions. Acceptable documentation for approving disaster-affected acreage includes the following:

- existing notations on marketing cards currently on file
- existing notations on acreage reports currently on file
- crop insurance records
- photographs, if the camera electronically dated the photograph
- any other form of documentation approved by STC, such as statement of neighbors, tobacco buyers, FSA employees, or COC knowledge.

For counties that had failed acreage during 2001, 2002, and/or 2003, if the documentation was approved by COC and State Office concurs, the failed acreage shall **not** be included in calculating the county 3-year average production yield.

Note: Counties where the 3-year average production yield has been adjusted, as approved by the State Office, **must** recalculate all previously filed CCC-955's. New/replacement CCC-955's **must** be signed.

Use the following NASS yields for any county with no production:

- fire-cured (type 21) – 1,746 lbs.
- fire-cured (types 22-23) – 2,676 lbs.
- dark air-cured (types 35-36) – 2,475 lbs.
- Virginia sun-cured (type 37) – 1,502 lbs.
- cigar filler/binder (types 42-44, 54, 55) – 2,230 lbs.

35 BQL Calculations

A BQL Calculations for Burley Tobacco

Calculate BQL for quota holders of **burley** tobacco according to the following.

BQL	Calculation
Farm	The 2004 basic quota, multiplied by the factor of 1.071295, is the farm BQL. **Note:** The factor brings the 2004 quota to the 2002 level.
Quota Holder	Multiply the farm BQL times the quota holder's ownership share in the farm. **Note:** For undivided tract ownership, BQL **must** be distributed among the tract quota holders.

B BQL Calculations for Flue-Cured Tobacco

Calculate BQL for quota holders of **flue-cured** tobacco according to the following.

Step	Action
1	The 2004 basic allotment times the factor of 1.23457 is the 2002 basic allotment. **Note:** The factor brings the 2004 allotment to the 2002 level.
2	To get the 2002 farm yield, multiply the **2004** farm preliminary yield times the 2002 yield factor of .9251. **Note:** The factor brings the 2004 yield to the 2002 level.
3	Multiply the sum of step 1 times the sum of step 2 to determine the 2002 farm's BQL.
4	Multiply the sum of step 1 times **each** tract's contribution percentage.
5	To get each 2002 tract yield, multiply the **2004** tract preliminary yield times the 2002 yield factor of .9251. **Note:** The factor brings the 2004 yield to the 2002 level.
6	Multiply the sum of step 4 times the sum of step 5 to determine the 2002 tract's BQL.
7	Multiply the tract BQL times the quota holder's ownership share in the tract. **Note:** In the case of undivided tract ownership, BQL **must** be distributed among the tract quota holders.

35 BQL Calculations (Continued)

C BQL Calculations for Other Kinds of Tobacco

Calculate BQL for quota holders of **other kinds of tobacco** according to the following.

Step	Action
1	The 2004 basic allotment times the following adjustment factor for the applicable kind of tobacco is the 2002 basic allotment: • fire-cured (type 21) - 1.0000 • fire-cured (types 22-23) - .951837 • dark air-cured (types 35-36) - .924640 • Virginia sun-cured (type 37) - 1.0000. **Note:** This will include all sales, purchases, and other adjustments to the farms since crop year 2002. The factor brings the 2004 allotment to the 2002 level.
2	Multiply the sum of step 1 times the county average yield (2001 through 2003) to arrive at the farm BQL. **Note:** Use the following NASS yields for any county with no production: • fire-cured (type 21) - 1746 pounds (lbs.) • fire-cured (types 22-23) - 2676 lbs. • dark air-cured (types 35-36) - 2475 lbs. • Virginia sun-cured (type 37) - 1502 lbs.
3	Multiply the sum of step 2 times the quota holder's ownership share in the farm. **Note:** For tract contribution percentages on a farm or undivided tract ownership, BQL **must** be distributed among the quota holders.

35 BQL Calculations (Continued)

D BQL Calculation for Cigar Filler and Binder

Calculate BQL for quota holders of cigar filler and binder tobacco according to this table.

Step	Action
1	The 2004 basic allotment times the BQL adjustment factor of 0.9398. **Note:** This will include adjustments to the farm since crop year 2002. The factor brings the 2004 basic allotment to the 2002 basic allotment level.
2	Multiple the sum of step 1 time the county 3-year average yield (2001, 2002, and 2003) to get the farm BQL. **Note:** For any county with no production use the NASS yield of 2230.
3	Multiply the sum of step 2 times the quota holder's ownership share in the farm. **Note:** In cases of tract contribution percentages on a farm or of undivided tract ownership, BQL **must** be divided among the quota holders.

36 Reviews

A Second Party Reviews

Before CCC-955 approval, all CCC-955's **must** be reviewed by a second party using CCC-955A for the applicable kind of tobacco.

B County Office Action

The Kansas City Price Support and Commodity Application Office, Storage Facility Group will send a CD to every tobacco State Office that lists the original input data for each county. This data, originally used to build the TTPP database, can be compared to the data currently on the web system during the second party review. State Office will send a county-specific report to each county. Review each TTPP computer-generated CCC-955 using the county-specific report and CCC-955A.

If any item on CCC-955A is marked "No", CCC-955 **must** be corrected. The adjustment to CCC-955 shall be entered into TTPP and a new CCC-955 shall be printed. The quota holder/producer **must** sign the adjusted CCC-955 **before** CCC-955 approval.

Ensure that there is a producer BQL calculated for each farm with a 2004 effective allotment/quota greater than zero.

Note: It is possible, because of a 2005 reconstitution, that a 2004 FSN has a status of "Delete" and was omitted from the queries.

36 Reviews (Continued)

B County Office Action (Continued)

The following apply for flue-cured **and** burley farms.

- Because of undermarketings, CCC-955A may calculate a farm BQL for a year in which the producer is **not** eligible for payment. To be eligible for payment on the calculated BQL, a producer **must** have both of the following:

  - planted
  - marketed carryover from a prior year.

- 2004 payments will be based on the effective quota, if tobacco was both of the following:

  - planted
  - carryover from 2003 was marketed.

- The quota holder BQL **must** be calculated for each farm and each tract on the farm, if an inequity adjustment was received in 2003 or 2004. Calculate BQL, as applicable, according to subparagraphs 35 A or B. Attach the computations to CCC-955.

- CCC-955 on flue-cured farms may have the sum of **all** tracts calculated BQL exceed that of the farm BQL because of rounding rules. The tract calculated BQL must **not** exceed the tract's contribution percentage of the farm's 2002 basic allotment.

If, on cigar filler and binder farms, the county had a yield adjustment, BQL **must** be calculated according to subparagraph 35 D, **except** BQL shall **not** be determined using the reduced allotment when a farm allotment reduction occurred.

Note: Subparagraph 34 A shall **not** apply.

36 Reviews (Continued)

C DD Action

DD's shall review COC, CED, County Office, and State Office employee CCC-955's.

D State Office Action

State Offices shall:

- receive, break out, and distribute to each tobacco county **only** that county's report from CD that was sent from Kansas City intended to assist second party reviewers
- ensure that DD's and County Offices follow all provisions in this paragraph
- review DD CCC-955's.

E Adjustments Because of Second Party Reviews

Any adjustments to BQL, resulting in revisions to BQL, will affect payments to CCC-955 holder. For BQL changes of 2 pounds or less because of rounding or other minor discrepancy, the CED may either:

- revise CCC-955 to reflect the BQL change
- **not** revise CCC-955.

Note: If any item on CCC-955A is marked, "**No**", CCC-955 **must** be corrected. The quota holder **must** sign the adjusted CCC-955 **before** CCC-955 approval.

37-40 (Reserved)

Part 4 Producer Provisions

41 General Provisions

A History

TTPP provides for payments to be made to producers of quota tobacco who meet the requirements in subparagraph 21 B. Overmarketings and undermarketings play a part in calculating burley and flue-cured producer BQL. They are both conditions that are the result of an action in 1 year that caused a temporary quota adjustment the following year. The BQL calculation **must** consider in what year these over/under marketed pounds were originally assigned to a farm because under the former tobacco program marketing quotas were adjusted each year by a national factor to account for changes in supply and demand. Because payments are to be based on 2002 quota levels, the quotas for each year **must** be adjusted to the 2002 level.

Example: Undermarketings that are carried forward from 2002 to 2003 are pounds that were already at the 2002 level. Therefore, in calculating the BQL these 2002 undermarketings are deducted from the 2003 marketings; BQL factor is applied to the remaining 2003 marketings to bring them to the 2002 level; and then the 2002 undermarketings are added back into the process.

41 General Provisions (Continued)

B Share in the Risk of Production

To share in the risk of production, an eligible producer **must** have a direct financial interest in the successful production of a crop of tobacco through ownership of a direct share in the actual proceeds derived from the marketing of the crop, which share is conditional upon the success of that marketing.

A producer who did **not** share in the risk of production is **not** eligible to receive a TTPP payment.

Example of Fixed Price With No Risk: A quota holder receives a fixed price per pound of effective quota at the beginning of the season and independent of the marketing of tobacco. The quota holder does **not** meet the definition of sharing in the risk of producing the tobacco because the quota holder received payment regardless of whether the tobacco is produced and/or marketed.

Example of Fixed Price With Risk: A quota holder receives a fixed price per pound for only the pounds that are marketed. The quota holder meets the definition of sharing in the risk of producing the tobacco because the quota holder only receives payment for tobacco that was marketed.

Example of Percentage Share: FSA-578 indicates a share of 25 percent to the quota holder and 75 percent to the producer. The quota holder receives 25 percent of the net sales each time the producer markets tobacco. The quota holder meets the definition of sharing in the risk of producing the tobacco and is therefore eligible for 25 percent of the TTPP payment. The quota holder may **not** opt to sign for a “zero share” of the payment.

The shares of TTPP payments shall be commensurate to the producer’s risk of producing tobacco.

41 General Provisions (Continued)

C Acceptable Production Evidence

For purposes of determining if a producer shared in the risk of producing a tobacco crop in 1 of the 3 eligible marketing years, COC will consider documentation that includes but is **not** limited to:

- written leases
- contracts for the purchase of tobacco
- crop insurance documents
- receipts for the purchase of items used to produce tobacco
- tobacco sales bills.

D Multiple Producers

When more than 1 producer shared in the risk of producing tobacco on a farm in 1 or more of the 2002, 2003 and 2004 marketing years, the producers may divide the payment on the farm in such a manner as is fair and equitable.

The producer **must** divide the payment in the same manner as all other CCC farm program payments are made by taking into consideration the degree to which a producer was at risk in the production of the crop in each of those 3 marketing years.

Subject to the preceding adjustment to reflect each producer's share of production of each of the 3 marketing years, a producer who produced tobacco in 1 of those marketing years will receive 1/3 of the payment determined for the producers on the farm; a producer who produced tobacco in 2 of those crops years will receive 2/3 of the payment; and a producer who produced tobacco in all 3 marketing years will receive all of the payment.

42 Producer Shares

A Reporting Shares on Acreage Report

Shares in a crop of tobacco reflected on FSA-578 for the 2002, 2003, and 2004 marketing year **must not** exceed 100 percent. Modifying producer shares on the FSA-578 for TTPP **must** reflect each producer's actual share.

Do **not** accept or approve zero shares if a person did share in the risk of production.

Example: There are 2 producers on a farm for 2003. Producer A **cannot** enroll for a "zero share" and Producer B enrolls for 100 percent simply because both producers agree to this distribution of TTPP payments.

B Revising Shares

There are cases where the FSA-578 may **not** accurately represent the producer risk. In such cases, the producer share can and should be revised in CCC-955/CCC-956 software if **all** of the following apply:

- purpose of the revision is to correct share to more accurately reflect risk of loss in the crop
- all producers agree and the revised shares do **not** exceed 100 percent of BQL
- COC approves the revised shares on documentation provided by the producer or on file in the County Office; approval **must** be recorded in COC minutes.

C Producer Not on Acreage Report

If a producer who does **not** appear on the FSA-578 applies for TTPP, CED will consider eligible production documentation to substantiate that the producer did indeed share in the risk of producing the tobacco crop.

The producer may be added to the CCC-956 only after providing documentation to support the claim of having produced tobacco on the farm for marketing year in question.

43 Additional Policy

A Special Tobacco Combination DFR

Producers on farms that were combined under special tobacco combination provisions **must** file for TTPP under DFR regardless of the parent farm where the tobacco was planted.

For kinds of tobacco other than flue-cured and burley that were combined under special tobacco combination provisions, convert the allotment to pounds for DFR by multiplying DFR's farm yield times DFR's allotment for the applicable marketing year.

B Equitable Distribution

TTPP provides that payments be equitably distributed, based on the relative share in the risk of producing the quota tobacco during marketing years 2002, 2003, and 2004. This equitable distribution applies to each marketing year and also to the relative share for each producer when 2 or more persons produced tobacco on the farm.

Examples: The producer payment rate is $3. Equitable distribution to a single producer on a farm for each of the 3 marketing years might be as follows:

- a single producer for 1 of these years would be eligible to receive 1/3 of the payment rate, or $1
- a single producer for 2 of these years would be eligible to receive 2/3 of the payment rate, or $2
- a single producer for 3 of these years would be eligible to receive 100 percent of the payment rate, or $3.

Equitable distribution to multiple producers on a farm for 1 or all of these 3 marketing years might be that 2 producers shared equally in the risk of producing the tobacco for 1 or all of the years. Each producer would be eligible to receive 1/2 of the payment calculated for that farm for each year they shared equally in the risk of producing the tobacco.

43 Additional Policy (Continued)

C Payment Rate

Eligible producers are eligible to receive up to $3 per pound based on their share of the risk in the 2002, 2003, or 2004 crops of tobacco.

The annual payment will be calculated by multiplying the eligible producer's BQL for each farm for marketing years 2002, 2003, and 2004 by $0.10 per pound per year.

For flue-cured and burley producers, the BQL will be equal to the 2002 effective quota produced on the farm. For tobacco other than flue-cured and burley, the producer's BQL will be equal to the 2002 basic allotment multiplied by the farm's 3-year average production yield for the years 2001, 2002, and 2003.

Payments will be made in 10 annual installments beginning FY 2005 and ending FY 2014.

43 Additional Policy (Continued)

D HELC/WC and Controlled Substance Provisions

Producers are subject to HELC/WC or controlled substance violation provisions according to 6-CP.

--**During payment processing and SII transfers, TTPP will ensure that all producers have**--
passed the following subsidiary eligibility validations.

- Before sending a producer their first CCC-956 payment TTPP will validate the following:

  - a completed AD-1026 is on file with USDA
  - the producer is in compliance with conservation rules
  - the producer does **not** have a controlled substance violation.

- When processing any CCC-971-generated CCC-956 payments, TTPP will **only** validate that the producer is **not** flagged as a controlled substance producer for the payment year being paid at the time of payment. This validation will be completed every payment year.

- When processing any CCC-956 **not** created by CCC-971, once CCC-956 has been paid-in-full for a year, TTPP will **only** validate that the producer is **not** flagged as a controlled substance producer for the payment being paid at the time of payment.

- When processing CCC-956 payment for a resulting CCC-956 created from an increase of BQL on CCC-956, TTPP will validate that the:

  - resulting CCC-956 is 100 percent paid in the previous payment year
  - old CCC-956 is 100 percent paid in the current payment year.

- If either the old CCC-956 is 100 percent paid in the current year or the resulting CCC-956 is 100 percent paid in the previous year, TTPP will pay the current year payment for the increase of BQL for the current year if the producer is **not** flagged as a controlled substance producer for the payment being paid at the time of payment.

- If neither the old CCC-956 is 100 percent paid in the current year or the resulting CCC-956 is 100 percent paid in the previous year, TTPP will validate all subsidiary eligibility requirements for the payment being paid at the time of payment.

- No additional validation is required for CCC-956 to be transferred with CCC-962.

44 Producer BQL Provisions

A Eligible Producer Poundage

For flue-cured and burley producers, BQL will be equal to the 2002 effective quota on the farm.

For tobaccos other than flue-cured and burley, a producer's BQL will be equal to the 2002 basic allotment multiplied by the farm's 3-year average production yield for the marketing years 2001, 2002, and 2003.

Producer payments **must**:

- be based on quota tobacco in which a producer shared in the risk of production
- be adjusted for disaster lease and transfers for burley and flue-cured tobacco
- provide for equitable distribution of payments if 2 or more persons produced tobacco on the farm.

B Experimental Tobacco

Experimental tobacco for which an experimental tobacco marketing quota was issued and grown by or under the direction of a publicly owned agricultural experiment station in 2002, 2003, or 2004 is **not** eligible for TTPP.

C Effect of Disaster Lease and Transfers of Burley and Flue-Cured Tobacco

Pounds of tobacco that burley or flue-cured tobacco farms temporarily leased under disaster conditions are added to the transferring farm and subtracted from the receiving farm when calculating the farm's BQL for 2002, 2003, and 2004.

44 Producer BQL Provisions (Continued)

D Undermarketings and Double Payments

Undermarketings are part of a farm's effective quota in 2 different marketing years; the:

- year the undermarketings occurred
- following year to which the undermarketings were carried forward.

To pay on undermarketings in both years would result in double payments being made, whether they are either:

- actual undermarketings; that is the amount the effective quota is more than the amount of tobacco marketed

- effective undermarketings that are the smaller of either:

  - actual undermarketings

  - the sum of the previous year's basic quota plus pounds of quota temporarily transferred to the farm for the previous year.

Most undermarketings are pounds:

- where there was no production (pounds were **not** produced)
- that were carried forward and produced in the following year.

To include all possible pounds of quota tobacco in BQL, rather than to **not** pay on these undermarketings because they were **not** produced, they are included in the BQL calculation for the following year when they are produced.

However, undermarketings are included in the farm's BQL in the marketing year they occurred when they are **not** carried forward to become part of the farm's effective quota in the following year. Because 2004 undermarketings **cannot** be paid in 2005, they will be included in the BQL calculation for 2004.

44 Producer BQL Provisions (Continued)

E County 3-Year Average Production Yield

BQL will be calculated using the average production yield for 2001, 2002, and 2003 for that kind of tobacco in the county in which the allotment other then flue-cured tobacco is assigned.

For the purposes of determining the county 3-year average production yield, failed acreage means acreage that was timely planted with the intent to harvest, but because of natural disaster the crop failed before it could be brought to harvest. For farms with total losses during all of the marketing years 2001, 2002, and 2003, use the county average production yield.

For failed acreage, the county **must** have been provided documentation by producers that the crop was planted using farming practices consistent for the crop and area, but could **not** be brought to harvest because of disaster conditions. Acceptable documentation for approving disaster-affected acreage includes the following:

- existing notations on marketing cards currently on file
- existing notations on acreage reports currently on file
- crop insurance records
- photographs, if the camera electronically dated the photograph
- any other form of documentation approved by STC, such as statement of neighbors, tobacco buyers, FSA employees, or COC knowledge.

For counties that had failed acreage during 2001, 2002, and/or 2003, if the documentation was approved by COC and State Office concurs, the failed acreage shall **not** be included in calculating the county 3-year average production yield.

Note: Counties where the 3-year average production yield has been adjusted, as approved by the State Office, **must** recalculate all previously filed CCC-956's. New/replacement CCC-956's **must** be signed.

Use the following NASS yields for any county with no production:

- fire-cured (type 21) – 1,746 lbs.
- fire-cured (types 22-23) – 2,676 lbs.
- dark air-cured (types 35-36) – 2,475 lbs.
- Virginia sun-cured (type 37) – 1,502 lbs.
- cigar filler/binder (types 42-44, 54, 55) – 2,230 lbs.

45 BQL Calculations

A BQL Calculations for Burley Tobacco

BQL for the **2002** marketing year is the amount of 2002 pounds that were actually marketed without penalty, adjusted for disaster lease and transfer and considered planted undermarketings as follows:

- disaster leases are added to the marketings of the transferring farm and deducted from the marketings of the receiving farm in determining a farm's BQL

- considered planted pounds (includes only undermarketings that were **not** considered in the farm's 2003 effective quota) are added to the farm's actual marketings.

BQL for the **2003** marketing year is the amount of 2003 pounds that were actually marketed without penalty, adjusted for disaster lease and transfer and considered planted undermarketings, and after completing the following calculations. If the 2003 farm has marketings with no planted acreage (carryover from 2002) the farm will have the pounds reduced under the 10 percent rule added to the farm's 2003 BQL.

Step	Calculation
1	Subtract all 2002 undermarketings from the 2003 marketings, including undermarketings from the parent farm in any special tobacco combinations. Leased pounds are apportioned undermarketing history by dividing the transferring farm's undermarketings by the transferring farm's effective quota before any temporary transfers resulting in the percentage of undermarketings that were leased.
2	Multiply the 2003 marketings remaining after step 1 times 1.12486 (the 2002 equivalent factor).
3	Add the undermarketings that were subtracted in step 1 to the sum of step 2 to determine the farm 2003 BQL.
4	Multiply the sum from step 3 times the producer's share in the 2003 crop to determine the producer's 2003 BQL.

Disaster leases are added to the marketings of the transferring farm and deducted from the marketings of the receiving farm in determining a farm's BQL.

45 BQL Calculations (Continued)

A BQL Calculations for Burley Tobacco (Continued)

Considered planted pounds (includes only undermarketings that were **not** considered in the farm's 2004 effective quota) are added to the farm's actual marketings.

BQL for the **2004** marketing year is the 2004 effective quota before disaster lease and transfer, and after completing the following calculations.

Step	Calculations
1	Subtract all 2003 undermarketings from the 2004 effective quota, including undermarketings from the parent farm in any special tobacco combinations. Leased pounds are apportioned undermarketing history by dividing the transferring farm's undermarketings by the transferring farm's effective quota before any temporary transfers resulting in the percentage of undermarketings that were leased.
2	Multiply the 2004 effective quota remaining after step 1 times 1.071295 (the 2002 equivalent factor).
3	Multiply the undermarketings that were subtracted in step 1 times 1.12486 (the 2003 equivalent factor).
4	Add the effective quota from step 2 to the undermarketings in step 3 to determine the farm 2004 BQL.
5	Multiply the sum from step 4 times the producer's share in the 2004 crop to determine the producer's 2004 BQL.

County Office shall complete BQL calculations for burley tobacco for **each** FSN/year for farms with an effective quota greater than zero.

45 BQL Calculations (Continued)

B BQL Calculations for Flue-Cured Tobacco

BQL for the **2002** marketing year is the amount of 2002 pounds that were actually marketed without penalty, adjusted for disaster lease and transfer and considered planted undermarketings as follows:

- disaster leases are added to the marketings of the transferring farm and deducted from the marketings of the receiving farm in determining a farm's BQL
- considered planted pounds (includes only undermarketings that were **not** considered in the farm's 2003 effective quota) are added to the farm's actual marketings
- multiply 2002 penalty free overmarketings times .10497.

BQL for the **2003** marketing year is the amount of 2003 pounds that were actually marketed without penalty, adjusted for disaster lease and transfer and considered planted undermarketings, and after completing the following calculations.

Step	Calculation
1	Subtract all 2002 undermarketings from the 2003 marketings, including undermarketings from the parent farm in any special tobacco combinations.
2	Multiply the 2003 marketings remaining after step 1 times 1.10497 (the 2002 equivalent factor).
3	To determine the farm 2003 BQL, add to the sum of step 2 either: • the undermarketings that were subtracted in step 1, or • multiply 2003 penalty free overmarketings times .1173.
4	Multiply the sum from step 3 times the producer's share in the 2003 crop to determine the producer's 2003 BQL.

Disaster leases are added to the marketings of the transferring farm and deducted from the marketings of the receiving farm in determining a farm's BQL.

Considered planted pounds (includes only undermarketings that were **not** considered in the farm's 2004 effective quota) are added to the farm's actual marketings.

45 BQL Calculations (Continued)

B BQL Calculations for Flue-Cured Tobacco (Continued)

BQL for the **2004** marketing year is the 2004 effective quota before disaster lease and transfer, and after completing the following calculations.

Step	Calculations
1	Subtract all 2003 undermarketings from the 2004 effective quota, including undermarketings from the parent farm in any special tobacco combinations.
2	Multiply the 2004 effective quota remaining after step 1 times 1.23457 (the 2002 equivalent factor).
3	Multiply the undermarketings that were subtracted in step 1 times 1.10497 (the 2003 equivalent factor).
4	Add the effective quota from step 2 to the undermarketings in step 3 to determine the farm 2004 BQL.
5	Multiply the sum from step 4 times the producer's share in the 2004 crop to determine the producer's 2004 BQL.

Queries have been developed that identify valid flue-cured tobacco farms flagged, "D" when the farm was divided after subsidiary file rollover on October 1, 2004. Run the queries to get a list of valid flue-cured farms for which CCC-956 may be processed that had been "deleted". The queries will provide data for the 2004 marketing year **only**. Use data from the queries to complete the 2004 Flue-Cured Quota Producer Basic Quota Level Worksheet for applicable items.

Note: 2004 Flue-Cured Quota Producer Basic Quota Level Worksheet, items 2, "Disaster Leased In Pounds" and 3, "Disaster Leased From Pounds", will be found if applicable, on original queries TTPPFC42, "Leased In" and TTPPFC41, "Leased From."

County Office shall complete BQL calculations for flue-cured tobacco for each FSN/year for farms with an effective quota greater than zero.

45 BQL Calculations (Continued)

C BQL Calculations for All Types Other Kinds of Tobacco, Except Cigar Filler and Binder

BQL for fire-cured, dark air-cured, and Virginia sun-cured tobacco farms for 2002, 2003, and 2004 marketing years is the farm's effective allotment multiplied times the farm's average production yield for 2001, 2002, and 2003 marketing years. No yield in excess of 4,000 pounds will be used to calculate BQL without verifiable production information. BQL shall be calculated for each farm and producer.

Note: No yield shall exceed 5,000 pounds per acre for these kinds of tobacco.

Calculate the **2002** marketing year farm and producer BQL according to the following.

Step	Action
1	Multiply the 2002 effective allotment times the farm's average production yield for 2001, 2002, and 2003.
2	Multiply the sum from step 2 times the producer's share in the 2002 crop for the producer's 2002 BQL.

Use the following factors to reach the **2002** equivalent for **2003** pounds disaster leased to the farm:

- fire-cured (type 21) - 1.0000
- fire-cured (types 22-23) - .980392
- dark air-cured (types 35-36) - .952381
- Virginia sun-cured (type 37) - 1.0000.

Calculate the **2003** BQL according to the following.

Step	Action
1	Multiply the 2003 effective quota times the above adjustment factor for the applicable type of tobacco to arrive at the farm's 2003 BQL. **Note:** This includes all temporary transfers to the farm at the 2002 level.
2	Multiply the applicable sum from step 1 times the producer's share in the 2003 crop to arrive at the producer's 2003 BQL.

45 BQL Calculations (Continued)

C BQL Calculations for All Types Other Kinds of Tobacco, Except Cigar Filler and Binder (Continued)

Use the following factors to reach the **2002** equivalent for **2004** pounds disaster leased to the farm:

- fire-cured (type 21) - 1.0000
- fire-cured (types 22-23) - .951837
- dark air-cured (types 35-36) - .92464
- Virginia sun-cured (type 37) - 1.0000.

Calculate the **2004** BQL according to the following.

Step	Action
1	Multiply the 2004 effective quota times the above adjustment factor for the applicable type of tobacco to arrive at the farm's 2004 BQL. **Note:** This includes all temporary transfers to the farm at the 2002 level.
2	Multiply the applicable sum from step 1 times the producer's share in the 2003 crop to arrive at the producer's 2003 BQL.

45 BQL Calculations (Continued)

D BQL Calculations for Cigar Filler and Binder Tobacco

Calculating BQL for cigar filler and binder tobacco farms for **2002, 2003, and 2004** marketing years is the farm's effective allotment, times the applicable marketing year's BQL adjustment factor, times the farm's 3-year average production yield (2001, 2002, and 2003 marketing years). No yield in excess of 4,000 pounds will be used to calculate BQL without verifiable production information. If applicable, to deduct acres in determining a farm's 3-year average production yield.

Note: No yield shall exceed 5,000 pounds per acre for cigar filler/binder tobacco.

Calculate the **2002** marketing year farm and producer BQL according to the following.

Step	Action
1	Multiply the 2002 farm's effective allotment times the farm's 3-year average production yield (2001, 2002, and 2003) to get the 2002 farm BQL total.
2	Multiply the sum from step 1 times the producer's share in the 2002 crop to get the 2002 producer BQL total.

Calculate the **2003** marketing year farm and producer BQL according to the following.

Step	Action
1	Multiply the 2003 farm's effective allotment, times BQL adjustment factor of 0.8929, times the farm's 3-year average production yield (2001, 2002, and 2003) to get the 2003 farm BQL total.
2	Multiply the sum from step 1 times the producer's share in the 2003 crop to get the producer 2003 BQL total.

Calculate the **2004** marketing year farm and producer BQL according to the following.

Step	Action
1	Multiply the 2004 farm's effective allotment, times BQL adjustment factor of 0.9398, times the farm's 3-year average production yield (2001, 2002, and 2003) to get the 2004 farm BQL total.
2	Multiply the sum from step 1 times the producer's share in the 2004 crop to get the producer 2004 BQL total.

46 Reviews

A Second Party Reviews

County Offices shall, **before** CCC-956 approval, perform second party reviews of all CCC-956's, using CCC-956A, for the applicable kind of tobacco.

B DD Action

DD's shall review COC, CED, County Office, and State Office employee CCC-956's.

C State Office Action

State Offices shall:

- receive, break out, and distribute to each tobacco county **only** that county's report from CD that was sent from Kansas City intended to aid second party reviewers
- ensure that DD's and County Offices follow all provisions in this paragraph
- review DD CCC-956's.

D Adjustments Because of Second Party Reviews

Any adjustments to BQL will affect payments to CCC-956 holder. For BQL changes of 2 pounds or less, because of rounding or other minor discrepancy, CED may:

- revise CCC-956 to reflect the BQL change
- **not** revise CCC-956.

If any item on CCC-956A is marked, "**No**", CCC-956 **must** be corrected. The producer **must** sign the adjusted CCC-956 **before** CCC-956 approval.

47-50 (Reserved)

Part 5 Assignments and Transfers

51 Assignments for Lump-Sum and Offsets

A TTPP Assignment of Payment

Recipients of payments under TTPP have the option of assigning all or part of their TTPP payments beginning with the FY 2005 payment by completing CCC-959.

Note: CCC-36 is **not** valid for TTPP purposes.

B MDR

CCC will establish a monthly MDR that reflects the value of any remaining TTPP payments, if these payments were to be made as a lump sum payment in the current FY. Unless there is consideration for this CCC-955/CCC-956 in an amount equal to or greater than the discounted value of payments, no assignment will be honored.

Note: CCC-959 consideration **must** be validated **before** entering the assignment in Financial Services.

When applying CCC-established monthly MDR, assignees **must** include all fees, points, or other charges. The applicable MDR shall be based on the date of the consideration.

Note: The CCC-established monthly MDR will be the prime rate plus 2 percentage points, rounded to the nearest whole number (50-FI, Exhibit 8).

C MDR Exceptions

MDR established by CCC will **not** apply to TTPP assignments if the:

- loan is for **only** 1 year, including FSA farm loans
- highest lending rate is **not** greater than the lending rate charged for non-TTPP borrowers
- assignment is to a family member
- assignment is to a party who **before** October 22, 2004, had purchased tobacco quota and had placed it on a farm according to 7 CFR Part 723, with the owner's consent **before** October 22, 2004
- loan, note, or other obligation was executed **before** October 22, 2004.

51 Assignments for Lump-Sum and Offsets (Continued)

D Entering TTPP Assignments in Financial Services

All TTPP assignments will use the multi-year assignment screens in Financial Services, even if only 1 year is being assigned. When entering TTPP assignments:

- from the Program Category Code drop-down menu, select "**Tobacco Transition Payment Program**"

- in the "Program Contract Year" field, ENTER "**05**"

- in the "Amount" field, enter the total remaining amount for **all** remaining years of the ***--**assignment through 2014**--***

  Note: The year will default to "**2005**". Users **must** select the upcoming year from the Year drop-down menu.

- CCC-955/CCC-956 number **must** be entered.

  Note: There can only be one CCC-955/CCC-956 per assignment.

51 Assignments for Lump-Sum and Offsets (Continued)

E Reviews

DD's shall:

- spot check 3 TTPP assignments annually
- refer assignment violations to the State Office.

State Offices shall refer assignment violations to OIG and PSD.

F Violations

An assignee signing CCC-959 agrees that consideration that will be provided in a lump sum will be an amount equal to or greater than the discounted value of the payments based on CCC-established MDR. If this agreement is violated, the following will occur:

- assignment becomes void
- assignee will be referred to OIG for false claim action.

G Third-Party Assignments

TTPP payments are made to any eligible quota holder or producer without regard to questions of title under State law and without regard to any claim or lien against the tobacco quota, tobacco marketing allotment, or the farm for which a tobacco quota had been established by any creditor or any other person.

H Lump-Sum Calculator

The lump-sum calculator, available at **www.fsa.usda.gov/tobacco**, is updated annually in January.

*--I Assignments - Deceased CCC-955/CCC-956 Participants

County Offices shall place CCC-955/CCC-956 in dispute if the contract owner/producer is deceased, and the assignment will no longer be effective.

The contract will remain in dispute until a claim for the payment is submitted by the surviving spouse or an authorized signator of the estate if there is no spouse.

Note: Seek advice from the regional OGC for questions related to right to receive TTPP payment in the event of death and an assignment is in place at the time of death.**--***

52 Transfers Exempt From MDR

A CCC-971 Reasons

CCC-971 shall be used to transfer an existing CCC-955/CCC-956 to 1 or more persons for the 4 reasons provided in the following table.

Note: CCC-955/CCC-956 holder does not have to receive a payment before CCC-971 transfer.

CCC-971 Reason	Description
Family Member	CCC-955/CCC-956 can be transferred to a family member. Family member means a parent; grandparent or great-grandparent; child, including legally adopted children, grandchild, or great-grandchild; spouse; or sibling of a tobacco quota holder or tobacco producer.
Death	CCC-955/CCC-956 can be transferred to the surviving spouse upon presentation of a death certificate, **without** regard to any will or other document by CCC-955/CCC-956 holder. If there is no surviving spouse, CCC-955/CCC-956 **must** be transferred to the estate by any person allowed under State law to distribute the assets of the deceased CCC-955/CCC-956 holder. Evidence of such authority includes documents such as a copy of the court order identifying the person to act on behalf of the estate or a statement from the county attorney for the county in which the deceased person resided giving the person authority to act on behalf of the estate. **Note:** If the CCC-971 reason is "Reason of Death" and the beneficiary is an estate, the estate **must** exist in SCIMS with EIN or the CCC-955/CCC-956 holder's TIN (see 1-CM for establishing an estate in SCIMS).
Permanent Quota Assignment	CCC-955/CCC-956 can be transferred to a party who had purchased a tobacco marketing quota **before** October 22, 2004, and had placed the quota on the CCC-955/CCC-956 holder's farm with their consent **before** October 22, 2004, according to 7 CFR 723.216.
Dissolved Entity	CCC-955/CCC-956 can be transferred to the members of the entity if the entity is dissolved. For entities dissolved **after** enrollment, the members will be considered the CCC-955/CCC-956 holders for future year payments. BQL under CCC-955/CCC-956 should be divided among the members based on each member's share of the entity at the time of dissolution. All parties **must** sign resulting CCC-955/CCC-956's. When an estate is settled and CCC-955/CCC-956 is to be divided among the beneficiaries, the CCC-971 reason should be, "Dissolved Entity."

52 Transfers Exempt From MDR (Continued)

B Example CCC-971

This form is available electronically.

CCC-971
(09-12-06)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

TRANSFER OF TOBACCO TRANSITION PAYMENT PROGRAM CONTRACTS EXEMPT FROM MAXIMUM DISCOUNT RATE

PART A - EXISTING CONTRACT HOLDER INFORMATION ***(This form is not applicable for CCC-962 transfers)***

1. Existing Contract Number to be Transferred 999999999997	2. Name and Address *(Including Zip Code)* John Doe 99 Any Road Anytown, VA 99999	3. Telephone Number *(Including Area Code)* 999-99-9999
4. Taxpayer Identification Number *(last 4 digits)* 9999		5. FAX Number *(Including Area Code)* None
6. Reason for Transfer *(Check Only One Applicable Box)* ☐ Death of existing contract holder ☐ Dissolved Entity ☐ Family member ☒ Permanent marketing quota purchased prior to 10/22/04 and assigned to existing contract holder's property.		7. Contract BQL 300 8. 10-Year Contract Value $ 2,100.00

PART B - NEW CONTRACT HOLDER(S) INFORMATION

9. Name and Address of New Contract Holder	10. Taxpayer Identification Number	11. BQL Transferred	CCC USE ONLY 12. New Contract Number
Jane Doe 23 Any Street Anytown, VA 99999	9998	100	999999999998
John Doe 99 Any Road Anytown, VA 99999	9999	200	999999999999

NOTE: *The authority for collecting the following information is Pub. L. 108-357. The authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

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

52 Transfers Exempt From MDR (Continued)

B Example CCC-971 (Continued)

CCC-971 (09-12-06) Page 2

PART C - AGREEMENT

13. **GENERAL.** This form, the Transfer of Tobacco Transition Payment Program Contracts (Form CCC-971) (hereafter referred to as Form CCC-971), is entered into by the Commodity Credit Corporation (CCC) in order that a person who is the signatory to a Tobacco Transition Payment Program (TTPP) contract (Existing Contract Holder) may transfer the contract to one or more persons. The following types of contracts may be transferred: (i) Tobacco Transition Payment Program Quota Holder Contract (Form CCC-955); and (ii) Tobacco Transition Payment Program Producer Contracts (Form CCC-956) (hereafter referred to as Forms CCC-955; and CCC-956 respectively). In approving this contract, CCC provides no warranties or representations with respect to the Existing Contract Holder.

14. **TRANSFER OF CCC-955 AND CCC-956 CONTRACTS.** This contract may be used to transfer payments that are payable under a Form CCC-955 or CCC-956. The transfer of existing contract will result in the issuance of a new contract to one or more persons identified in Part B (New Contract Holders) and such transfer is exempt from the provisions of 7 CFR Part 1463.112 relating to the minimum amount of consideration that must be paid to the original contract holder of such contract. The resulting contracts will be issued to the: (i) Existing Contract Holder, and (ii) to a New Contract Holders as a Form CCC-955 or CCC-956.

15. **TRANSFER OF CONTRACT DUE TO DEATH.** If the transfer of the contract identified in Item 1 is due to the death of the person identified in Item 2, CCC, upon presentation of a copy of a death certificate, will: (i) issue a Form CCC-955 or CCC-956, as applicable, to the surviving spouse without regard to any will or other document prepared by the person identified in Item 2; and (ii) issue a Form CCC-955 or CCC-956, as applicable, to the New Contract Holders identified in Part B if a person allowed under State law to distribute the assets of the person identified in Item 2 attests that there is no surviving spouse. Evidence of such authority includes documents such as: (i) a copy of a court order identifying the person to act on behalf of the estate; and (ii) a statement from the county attorney for the county in which the person identified in Item 2 resided that the person submitting this contract may act on behalf of the estate.

16. **TRANSFER OF CONTRACT TO FAMILY MEMBERS.** If the transfer of the contract identified in Item 1 is to a family member of the person identified in Item 2, CCC will issue a Form CCC-955 or CCC-956, as applicable, to the New Contract Holders identified in Part B. Family member means a parent; grandparent or other direct lineal ancestor; child or other direct lineal descendent; spouse; or sibling of a tobacco quota holder or tobacco producer.

17. **TRANSFER OF CONTRACT TO OWNER OF PERMANENT MARKETING QUOTA ASSIGNED TO EXISTING CONTRACT HOLDER'S PROPERTY.** If the transfer of the contract identified in Item 1 is to a party who had purchased a tobacco marketing quota prior to October 22, 2004 and had placed the quota on a farm with the owner's consent prior to that date, CCC will issue a Form CCC-955 or CCC-956, as applicable, to the New Contract Holder identified in Part B.

18. **TRANSFER OF CONTRACT DUE TO DISSOLVED ENTITY.** If the transfer of the contract is due to the dissolution of the entity identified in Items 2 and 3, CCC will issue a Form CCC-955 or CCC-956, as applicable, to the New Contract Holders identified in Part B. The amount of each contract issued to a New Contract Holder will be based upon the ownership interest of such person in the entity that was dissolved as of the date of dissolution. Such contracts will not be issued until CCC has determined the ownership interests in the dissolved entity as of the date of dissolution.

19A. Signature of Existing Contract Holder	19B. Date (MM-DD-YYYY)
/s/ John Doe	***10/17/2005***

PART D - CCC USE ONLY

20. Check One: [X] Approved [ ] Disapproved

21A. Signature of CCC Representative	21B. Date (MM-DD-YYYY)
/s/ Mary R. Smith	***10/17/2005***

22. Remarks

Quota purchased by Jane Doe December 1995 and assigned to John Doe's farm with owner's consent.

52 Transfers Exempt From MDR (Continued)

C Processing CCC-971's

County Office shall:

- require CCC-971 to be filed **no** later than November 1 of FY to be eligible for the current FY payment for CCC-971 reasons, "Family Member Transfer" or "Permanent Quota Assignment"

- require CCC-971 to be filed **before** FY payment disbursement for CCC-971 reason, "Dissolved Entity"

- allow CCC-971 to be filed for CCC-971 reason "Reason of Death" **not** later than September 30, 2014, to be eligible for TTPP.

- ensure that:

  - all name and address information is complete

  - all TIN's are accurate

  - *****--the SCIMS record for CCC-955/CCC-956 owner is correct and active**--***

  - the original CCC-955/CCC-956 BQL is correct (verify against filed paperwork)

  - the number of payments remaining on CCC-955/CCC-956 to be transferred is correct

  - *****--there are no signed payments that should be rescinded (canceled and refunded)**--*** before transferring CCC-955/CCC-956

  - the total transferred BQL equals CCC-955/CCC-956 BQL

  - all CCC-971's **not** processed are placed into DI status.

52 Transfers Exempt From MDR (Continued)

C Processing CCC-971's (Continued)

When entering CCC-971's, the following errors may occur:

- failure to cancel an incorrect payment on the original CCC-955/CCC-956 has resulted in the beneficiary's CCC-955/CCC-956 being created with **not** enough years

- failure to validate BQL due each beneficiary has resulted in the beneficiary's CCC-955/CCC-956 BQL being incorrect.

The user **must** validate the number of years and BQL for the original CCC-955/CCC-956 **before** completing CCC-971.

TTPP will validate:

- that transferring CCC-955/CCC-956 status is either of the following:

  - AP
  - DI

- that SCIMS for transferee's TIN is:

  - present
  - active
  - present and active for the given State and county

- financial eligibility; validation checks will **not** allow:

  - assignments against CCC-955/CCC-956
  - receivables against the CCC-955/CCC-956 owner
  - claims against the CCC-955/CCC-956 owner
  - other agency debt against the CCC-955/CCC-956 owner
  - bankruptcy flag to be set on the CCC-955/CCC-956 owner

- payments for:

  - the number remaining years
  - any missing years
  - discrepancies.

53 Successors-In-Interest (SII)

A Processing CCC-962's

Recipients of payments under TTPP have the option of selling their TTPP payments, beginning with the FY 2006 payment, by completing CCC-962 with a registered SII account holder. CCC-962 will be processed by the SII account holder, **not** through the County Office.

CCC-962 shall be used by the CCC-955/CCC-956 holder to sell all rights, title, and interest of the CCC-955/CCC-956 holder in a specific CCC-955/CCC-956 to a registered SII account holder to receive all future payments.

B MDR

CCC will establish a monthly MDR that reflects the value of any remaining TTPP payments, if these payments were to be made as a lump-sum payment in the current FY. Unless there is consideration for this CCC-955/CCC-956 in an amount equal to or greater than the discounted value of payment, the sale will **not** be honored. The applicable MDR shall be based on the date of the sale.

Note: The CCC-established monthly MDR will be the prime rate plus 2 percentage points, rounded to the nearest whole number (50-FI, Exhibit 8).

When applying CCC-established monthly MDR, SII account holders **must** include **all** fees, points, or other charges.

C Other Persons Actions

Unless the SII account holder has aided and abetted in the following actions of the CCC-955/CCC-956 holder, payments to the SII account holder will **not** be affected in any way by:

- an adverse determination relating to the CCC-955/CCC-956 holder's failure to fully comply TTPP provisions
- any act, failure to act, misrepresentation, debt, or other CCC-955/CCC-956 holder obligation
- any dispute or challenge maintained by any person in respect of the existing CCC-955/CCC-956
- any prior or subsequent action or liability of any person with respect to the existing CCC-955/CCC-956.

53 Successors-In-Interest (SII) (Continued)

D Example CCC-962

The following is an example CCC-962.

This form is available electronically.

CCC-962
(03-26-09)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

TOBACCO TRANSITION PAYMENT PROGRAM SUCCESSOR-IN-INTEREST CONTRACT

PART A – TRANSFEROR INFORMATION

By signing Part A, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract. The Transferor understands that in order for this contract to be approved, the Transferor must, in addition to other requirements: (i) have identified in Item 1 a valid Tobacco Transition Payment Program (TTPP) contract; (ii) not have assigned any future payment to be made with respect to such contract; and (iii) not be indebted to the United States, as determined by the Commodity Credit Corporation (CCC). In order for CCC to make the determinations in the preceding sentence, the Transferor agrees that CCC may release information to the persons identified in Parts B and C that specify whether the Transferor is in compliance with such requirements.

1. Existing Contract Number 999999999999	3A. Name and Address *(Including ZIP Code)* John Doe 99 Any Street Anytown, VA 88888-1111	4. Telephone Number *(Including Area Code)* 999-999-9999
2. TTPP Account Number *(if the Transferor is a Successor)*		5. FAX Number *(Including Area Code)* N/A
	3B. Tax Identification Number *(Last 4 Digits)*	6. E-mail Address N/A
7. Signature of Transferor ***/s/ John Doe***		8. Date *(MM-DD-YYYY)* ***06-05-2008***

Check Item 9 "YES" if the Commodity Credit Corporation (CCC) contract number in Item 1 refers to a Tobacco Transition Payment Quota Holder Contract (Form CCC-955) or a Tobacco Transition Payment Producer Contract (Form CCC-956) (hereafter referred to as Form CCC-955 or CCC-956, respectively) to which the Transferor is a signatory.

Check Item 9 "NO" if the CCC contract number in Item 1 refers to a Tobacco Transition Program Payment Successor-In-Interest Contract (Form CCC-962) (hereafter referred to as Form CCC-962) to which the Transferor is a signatory. Accordingly, in approving this subsequent transfer, neither the Successor nor, if applicable, the Subsequent Successor (as defined in Part C) is required to satisfy the requirements of 7 CFR Part 1463.112(b).

9. Are you the original contract holder? ☒ YES ☐ NO

If "NO", indicate if the contract is a quota holder or producer contract. ☐ QUOTA HOLDER ☐ PRODUCER

PART B – SUCCESSOR-IN-INTEREST OR SUBSEQUENT SUCCESSOR-IN-INTEREST

By signing Part B, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract.

10. Name and Address *(Including ZIP Code)* Bank of Tobacco Any Avenue Anytown, VA 99999-1111	11A. TTPP Account Number *(Must have registered using Form CCC-963)* 999999QH	12. Telephone Number *(Including Area Code)* 888-888-8888
		13. FAX Number *(Including Area Code)* 777-777-7777
	11B. Tax Identification Number *(Last 4 Digits)*	14. E-mail Address N/A
15. Signature of Successor ***/s/ Jane Doe***		16. Date *(MM-DD-YYYY)* ***06-05-2008***

If the person acquiring the Existing Contract from the Transferor is immediately transferring their interest to the person identified in Part C, by approval of this contract, CCC is agreeing that (i) there has been a transfer of the Existing Contract to the person identified in this Part (Successor) who was the holder of a Successor-In-Interest contract (Successor Contract) in respect of the Existing Contract, and (ii) there has been a subsequent transfer of the Successor Contract to the person identified in Part Subsequent Successor) who shall be the holder of a new Successor-In-Interest contract (Subsequent Successor Contract) in respect of the Successor Contract.

PART C - COMPLETE THIS PART ONLY IF SUCCESSOR IN PART B IS IMMEDIATELY TRANSFERRING CONTRACT TO ANOTHER PARTY (SUBSEQUENT SUCCESSOR)

By signing Part C, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract. If this Part has been completed, the person identified in this Part (Subsequent Successor) has acquired the interest in the Successor Contract from the Successor.

17. Name and Address *(Including ZIP Code)*	18A. TTPP Account Number *(Must have registered using Form CCC-963)*	19. Telephone Number *(Including Area Code)*
		20. FAX Number *(Including Area Code)*
	18B. Tax Identification Number *(Last 4 Digits)*	21. E-mail Address
22. Signature of Subsequent Successor		23. Date *(MM-DD-YYYY)*

PART D - APPROVAL NOTIFICATION

24. How do you wish to be notified that this contract has been approved? *(Check all that apply:)*

	E-Mail	FAX	Regular Mail
Part A Transferor	☐	☐	☒
Part B Successor	☐	☐	☒
Part C Subsequent Successor	☐	☐	☐

25A. Submit Page 1 only of CCC-962 to: **U.S. Department of Agriculture** **Price Support Division, Room 4093** **1400 Independence Avenue, SW, Stop 0512** **Washington, DC 20250-0512**	**OR**	25B. FAX Form To: **Price Support Division** **202-690-3307**	26. Questions Please Call **202-720-7901**

PART E – CCC USE ONLY

27. Action: ☒ Approved ☐ Disapproved		28. New Contract Number:
29. Signature of CCC Representative ***/s/ James Doe***	30. Name of CCC Representative ***/s/ James Doe***	31. Date *(MM-DD-YYYY)* ***06-05-2008***
32. Date Received *(MM-DD-YYYY)* 06-05-2008	33. Time Received: 09:30	☒ AM ☐ PM

53 Successors-In-Interest (SII) (Continued)

D Example CCC-962 (Continued)

CCC-962 (03-26-09) Page 3 of 3

PART F - SUCCESSOR-IN-INTEREST CONTRACT *(CONTINUATION)*

7. **ACTIONS OF OTHER PERSONS.** Unless the Successor or, if applicable, the Subsequent Successor, has aided and abetted in the following actions of the Transferor, payments to be made to the Successor and, if applicable, the Subsequent Successor, shall not be affected in any way by: (i) an adverse determination relating to the Transferor's failure to comply with the regulations at 7 CFR Part 1463 or the regulations and statutes referenced in paragraph 5; or (ii) any act, failure to act, misrepresentation, debt or other obligation of the Transferor. Payments under this contract shall not be affected by: (i) any dispute or challenge maintained by any person in respect of the Existing Contract; or (ii) any prior or subsequent action or liability of any person with respect to the Existing Contract.

8. **PLEDGING OF CONTRACT RIGHTS.** CCC also consents to allowing the Successor and, if applicable, the Subsequent Successor, without prior notification, to pledge its interests in this contract and all payments to be made under this contract, to secure any obligation or indebtedness owed by such person, except such action shall not obligate CCC to issue payments to any party other than the Successor or, if applicable, the Subsequent Successor.

9. **ISSUANCE OF PAYMENTS.** If there is no entry in Part C, CCC will issue payments payable under this contract to the person identified in Part B. If there is an entry in Part C, CCC will issue payments payable under this contract to the person identified in Part C. If any such person entitled to receive a payment under this contract is the Successor or Subsequent Successor to more than one Form CCC-955, Form CCC-956, or Form CCC-962 and no action has been taken under Paragraph 10, CCC will aggregate all payments made under such contracts as one payment without any further action of the Successor or Subsequent Successor.

10. **TRANSFERS, CONSOLIDATIONS AND DIVISIONS OF TTPP CONTRACTS.** CCC will allow the: (i) transfer of this Form CCC-962 to another CCC-approved Successor-In-Interest; (ii) consolidation of this contract with other Forms CCC-962 which bear the same TTPP Account Number held by the Successor, or if applicable, the Subsequent Successor; and (iii) the division of this contract into multiple Forms CCC-962 that are held by the Successor, or if applicable, the Subsequent Successor. The consolidation or division of this contract must be accomplished by use of contracts issued by CCC.

11. **ASSESSMENT OF TRANSACTIONAL FEES.** In order to facilitate the handling of transfers of Forms CCC-962 and related forms, CCC will assess a fee at the rates specified in the Tobacco Transition Payment Program Contract Transfer Fees Schedule (CCC-964). CCC will not assess such a fee if the request is for: (i) a transfer of a Form CCC-955 or Form CCC-956 from the original contract holder to Form CCC-962; (ii) a transfer of a form CCC-962 in connection with a bona fide foreclosure of a pledge thereof by a creditor of the holder of the contract; (iii) a combination of Forms CCC-962 bearing the same TTPP Account Number; or (iv) a division of any Form CCC-955, CCC-956 or CCC-962 as the result of the death of the contract holder. No fee is payable in connection with any transfer by the Successor to the Subsequent Successor under this contract. Collection of applicable fees must be remitted at the time of request (unless prior arrangement for payment has been approved by CCC).

12. **ANNUAL PAYMENTS.** The expected payment date for annual payments due under this contract is January 15th of each year (or next following business day if January 15th is not a business day in such year). If CCC does not make an annual payment on this date, it agrees that it shall make such payment as promptly as practicable thereafter and shall pay interest, compounded daily, on the amount payable calculated at the "Prompt Payment Act Interest Rate" published in the Federal Register for the period beginning on the expected payment date through and including the day before the payment is made.

13. **AUDITS.** In order for CCC to determine whether the Successor and, if applicable, the Subsequent Successor, have complied with the provisions of this contract, CCC will conduct an audit of such persons at such times as CCC determines to be necessary. Accordingly, if Item 9 is checked "YES", such persons agree to maintain for a period of six years from the date that this contract is approved information and records that will allow CCC to verify that the consideration paid to the Transferor meets the provisions of this contract and the regulations at 7 CFR Part 1463. In addition, if the Successor or, if applicable, the Subsequent Successor, has submitted page 1 of this contract to CCC in an electronic format, such person agrees to maintain the original paper version of page 1 for six years unless arrangements has been made with CCC for CCC to take custody of such document.

NOTE: *The authority for collecting the following information is Pub. L. 108-357. The authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

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

53 Successors-In-Interest (SII) (Continued)

D Example CCC-962 (Continued)

CCC-962 (03-26-09) Page 3 of 3

PART F - SUCCESSOR-IN-INTEREST CONTRACT *(CONTINUATION)*

7. **ACTIONS OF OTHER PERSONS.** Unless the Successor or, if applicable, the Subsequent Successor, has aided and abetted in the following actions of the Transferor, payments to be made to the Successor and, if applicable, the Subsequent Successor, shall not be affected in any way by: (i) an adverse determination relating to the Transferor's failure to comply with the regulations at 7 CFR Part 1463 or the regulations and statutes referenced in paragraph 5; or (ii) any act, failure to act, misrepresentation, debt or other obligation of the Transferor. Payments under this contract shall not be affected by: (i) any dispute or challenge maintained by any person in respect of the Existing Contract; or (ii) any prior or subsequent action or liability of any person with respect to the Existing Contract.

8. **PLEDGING OF CONTRACT RIGHTS.** CCC also consents to allowing the Successor and, if applicable, the Subsequent Successor, without prior notification, to pledge its interests in this contract and all payments to be made under this contract, to secure any obligation or indebtedness owed by such person, except such action shall not obligate CCC to issue payments to any party other than the Successor or, if applicable, the Subsequent Successor.

9. **ISSUANCE OF PAYMENTS.** If there is no entry in Part C, CCC will issue payments payable under this contract to the person identified in Part B. If there is an entry in Part C, CCC will issue payments payable under this contract to the person identified in Part C. If any such person entitled to receive a payment under this contract is the Successor or Subsequent Successor to more than one Form CCC-955, Form CCC-956, or Form CCC-962 and no action has been taken under Paragraph 10, CCC will aggregate all payments made under such contracts as one payment without any further action of the Successor or Subsequent Successor.

10. **TRANSFERS, CONSOLIDATIONS AND DIVISIONS OF TTPP CONTRACTS.** CCC will allow the: (i) transfer of this Form CCC-962 to another CCC-approved Successor-In-Interest; (ii) consolidation of this contract with other Forms CCC-962 which bear the same TTPP Account Number held by the Successor, or if applicable, the Subsequent Successor; and (iii) the division of this contract into multiple Forms CCC-962 that are held by the Successor, or if applicable, the Subsequent Successor. The consolidation or division of this contract must be accomplished by use of contracts issued by CCC.

11. **ASSESSMENT OF TRANSACTIONAL FEES.** In order to facilitate the handling of transfers of Forms CCC-962 and related forms, CCC will assess a fee at the rates specified in the Tobacco Transition Payment Program Contract Transfer Fees Schedule (CCC-964). CCC will not assess such a fee if the request is for: (i) a transfer of a Form CCC-955 or Form CCC-956 from the original contract holder to Form CCC-962; (ii) a transfer of a form CCC-962 in connection with a bona fide foreclosure of a pledge thereof by a creditor of the holder of the contract; (iii) a combination of Forms CCC-962 bearing the same TTPP Account Number; or (iv) a division of any Form CCC-955, CCC-956 or CCC-962 as the result of the death of the contract holder. No fee is payable in connection with any transfer by the Successor to the Subsequent Successor under this contract. Collection of applicable fees must be remitted at the time of request (unless prior arrangement for payment has been approved by CCC).

12. **ANNUAL PAYMENTS.** The expected payment date for annual payments due under this contract is January 15th of each year (or next following business day if January 15th is not a business day in such year). If CCC does not make an annual payment on this date, it agrees that it shall make such payment as promptly as practicable thereafter and shall pay interest, compounded daily, on the amount payable calculated at the "Prompt Payment Act Interest Rate" published in the Federal Register for the period beginning on the expected payment date through and including the day before the payment is made.

13. **AUDITS.** In order for CCC to determine whether the Successor and, if applicable, the Subsequent Successor, have complied with the provisions of this contract, CCC will conduct an audit of such persons at such times as CCC determines to be necessary. Accordingly, if Item 9 is checked "YES", such persons agree to maintain for a period of six years from the date that this contract is approved information and records that will allow CCC to verify that the consideration paid to the Transferor meets the provisions of this contract and the regulations at 7 CFR Part 1463. In addition, if the Successor or, if applicable, the Subsequent Successor, has submitted page 1 of this contract to CCC in an electronic format, such person agrees to maintain the original paper version of page 1 for six years unless arrangements has been made with CCC for CCC to take custody of such document.

NOTE: *The authority for collecting the following information is Pub. L. 108-357. The authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.

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

53 Successors-In-Interest (SII) (Continued)

E SII Participant Registration

Individuals or entities who want to provide a lump-sum payment to a CCC-955/CCC-956 holder in return for the right to future CCC-955/CCC-956 payments **must** register with CCC using CCC-963.

Completed CCC-963's **must** be mailed to PSD at the following address for processing:

DIRECTOR, PRICE SUPPORT DIVISION
FARM SERVICE AGENCY
1400 INDEPENDENCE AVE SW
STOP 0512
WASHINGTON DC 20250-0512.

54-60 (Reserved)

Part 6 CCC-955/CCC-956 Software

61 Processing CCC-955/CCC-956's

A Overview

TTPP web-based software allows:

- national and State users to make data inquires for quota holders and producers
- County Office users to:
    - record farm and tract discrepancies (optional)
    - make data inquires for quota holders and producers.

County Offices have the ability to do the following:

- for quota holders, add or delete tract owners and/or change farm, tract, and/or quota holder BQL's
- for producers:
    - record farm discrepancies (optional)
    - add or delete producers
    - change farm and producer BQL's
    - add crop year
- create, update, cancel, or terminate CCC-955/CCC-956's
- view CCC-955/CCC-956 reports in PDF format.

This paragraph provides details of the automated process to reach the Create Contract Screen.

Note: There are 7 types of CCC-955/CCC-956's in the automated process, as follows. Because the automated process is similar for all CCC-955/CCC-956 types, **only** the CCC-955 process is provided in this paragraph as a reference.

Code	"Contract Type" Code Description
ORG	Original created by the County Office.
BQU	Created as the result of a BQL reduction. Receivables will be created.
BQO	Created as the result of a BQL increase. Additional payments will be created.
BQL	Created as the result of a BQL change, nets zero overall. No changes to payments.
971	Created as the result of CCC-971.
TXC	Created as the result of a TIN change. (TIN changed, same owner.)
TXN	Created as the result of a TIN change. (TIN changed, different owner.)

61 Processing CCC-955/CCC-956's (Continued)

B Example CCC-955

The following is an example CCC-955.

This form is available electronically.

CCC-955 (03-03-05) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Contract Number	2. Farm Serial Number: 999
TOBACCO TRANSITION PAYMENT QUOTA HOLDER CONTRACT	3. Quota Holder Payment Rate: **$ 7.00 Per Pound of Base Quota Level/10 Years**	
	4. Contract Period FROM (MM-DD-YYYY): 06/17/2005	TO: **09-30-2014**

NOTE: *The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004 (the Act)). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR LOCAL FSA COUNTY OFFICE OR USDA SERVICE CENTER.***

5. Base Quota Level (BQL) By Kind Of Tobacco:

1000	lbs. Flue-Cured		lbs. Virginia Sun-Cured
	lbs. Burley		lbs. Fire-Cured
	lbs. Dark Air-Cured		lbs. Cigar Filler/Binder

This Contract is entered into between the Commodity Credit Corporation (CCC) and the undersigned tobacco quota holder (Participant). The Participant agrees to the terms contained in this Contract, including the Appendix to this Contract, entitled Appendix to CCC-955. Providing a false certification to the government is punishable by imprisonment, fines, and other penalties. All information provided herein is subject to verification by CCC. By signing below, the Participant acknowledges that a copy of the Appendix to CCC-955 has been provided to such person. The terms and conditions of this Contract are contained in this form CCC-955 and in the Appendix to CCC-955.

6. Participant Information:

A. Name and Address *(Including ZIP Code)* John Doe Any Road Anytown, VA 99999	C. Tax Identification Number 9999
B. Telephone Number *(Including Area Code)*: 919-555-5550	
D. Participant's Signature ***/s/ Jane Doe***	E. Date Signed (MM-DD-YYYY) ***03/23/2005***

7. **CCC Use Only:**

A. Action: [X] APPROVED [ ] DISAPPROVED

B. Signature of CCC Representative ***/s/ Jane Doe***	C. Title ***County Executive Director***	D. Date Signed (MM-DD-YYYY) ***06/17/2005***
8A. County Office Address (*Including ZIP Code*) Any Circle Anytown, VA 99999	8B. Telephone Number *(Including Area Code)* 999-999-9999	
8C. Remarks		

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

61 Processing CCC-955/CCC-956's (Continued)

C Example CCC-956

The following is an example CCC-956.

This form is available electronically.

CCC-956 (03-03-05) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Contract Number	2. Farm Serial Number: 999
TOBACCO TRANSITION PAYMENT PRODUCER CONTRACT	3. Producer Payment Rate: **$ 1.00 Per Pound of Base Quota Level/10 Years**	
	4. Contract Period FROM (MM-DD-YYYY): 06/17/2005	TO: **09-30-2014**

NOTE: *The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004 (the Act)). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. ***RETURN THIS COMPLETED FORM TO YOUR LOCAL FSA COUNTY OFFICE OR USDA SERVICE CENTER.***

5. Pounds of Base Quota Level (BQL) by Crop Year

A. Tobacco Type	B. Year	C. BQL (lbs.)
Flue-Cured	2002	1000
Flue-Cured	2003	1000
Flue-Cured	2004	1000

This Contract is entered into between the Commodity Credit Corporation (CCC) and the undersigned tobacco producer (Participant). The Participant and CCC agree to the terms contained in this Contract, including the Appendix to this Contract, entitled Appendix to CCC-956. Providing a false certification to the government is punishable by imprisonment, fines, and other penalties. All information provided herein is subject to verification by CCC. By signing below, the Participant acknowledges that a copy of the Appendix to CCC-956 has been provided to such person. The terms and conditions of this Contract are contained in this form CCC-956 and in the Appendix to CCC-956.

6. Participant Information:

A. Name and Address *(Including ZIP Code)* John Doe Any Road Anytown, VA 99999	B. Telephone Number *(Including Area Code)* 999-999-9999	C. Tax Identification Number 9999
D. Participant's Signature ***/s/ John Doe***	E. Date Signed (MM-DD-YYYY) ***03/23/2005***	

7. **CCC Use Only:**

A. Action: [X] APPROVED [ ] DISAPPROVED

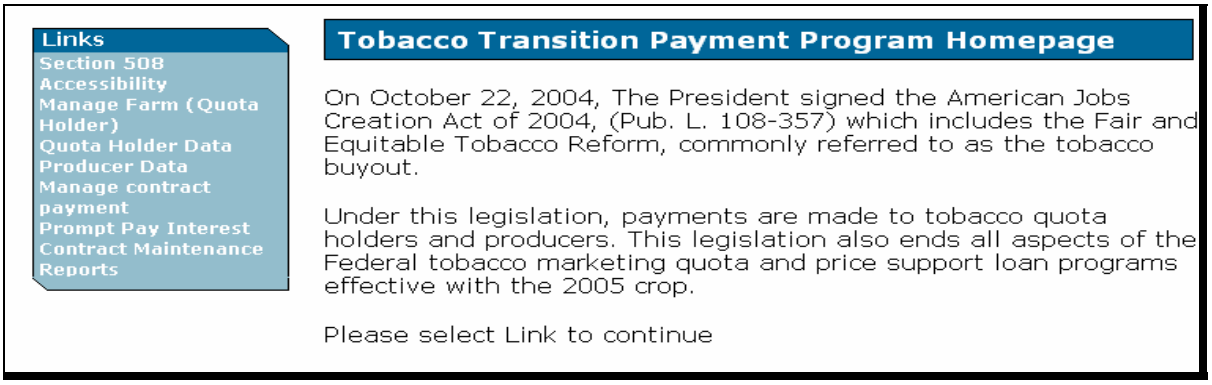
B. Signature of CCC Representative ***/s/ Jane Doe***	C. Title ***County Executive Director***	D. Date Signed (MM-DD-YYYY) ***06/17/2005***
8A. County Office Address (*Including ZIP Code*) Any Circle Anytown, VA 99999	8B. Telephone Number *(Including Area Code)* 999-999-9999	
8C. Remarks		

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

61 Processing CCC-955/CCC-956's (Continued)

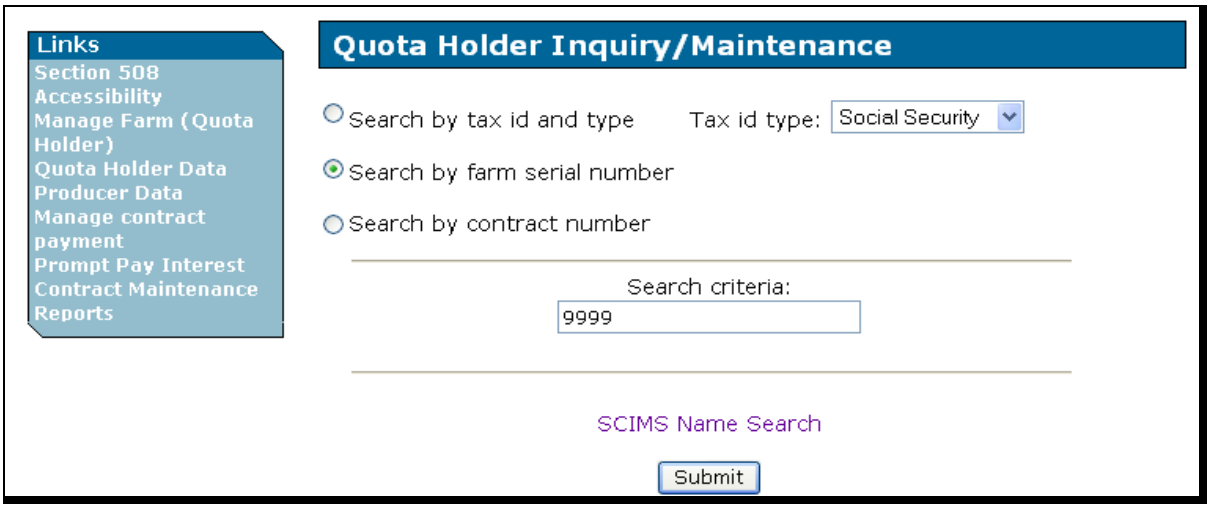
D Creating CCC-955's

This subparagraph focuses on creating CCC-955's. The following is an example of TTPP Homepage. To begin CCC-955, under Links, CLICK "**Quota Holder Data**."



The following is an example of the Quota Holder Inquiry/Maintenance Search Screen. To access farm information:

- CLICK "**Search by farm serial number**" radio button
- in the Search criteria field, enter the farm number
- CLICK "**Submit**".



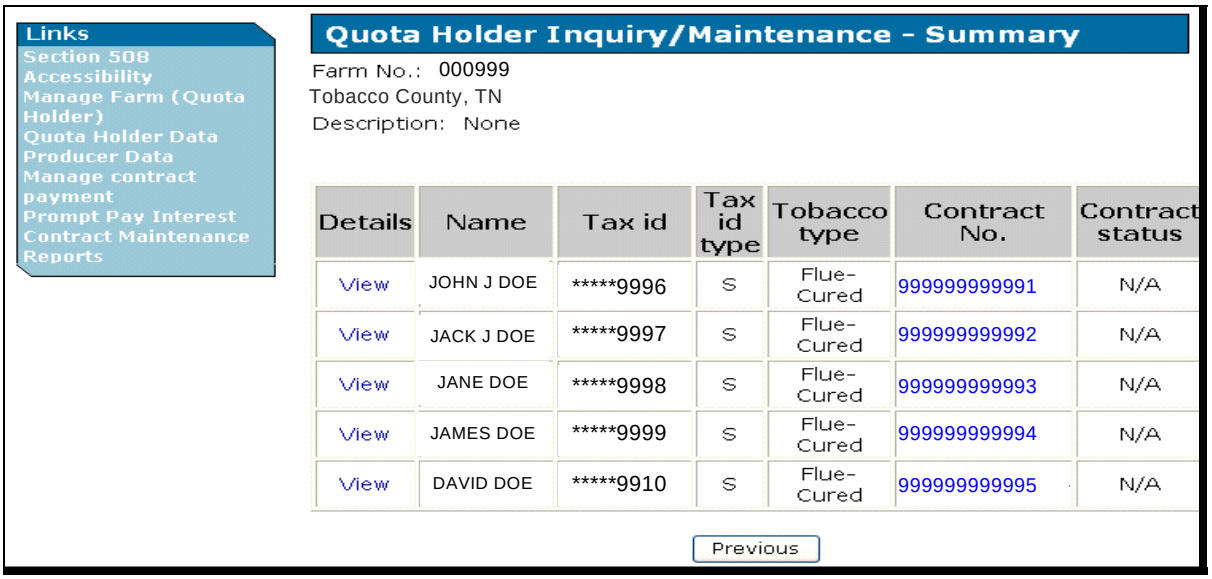
61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance - Summary Screen. Under Details, CLICK "**View**" for CCC-955 to display the tracts for the selected CCC-955.

Notes: If users CLICK "**Previous**", Quota Holder Inquiry/Maintenance Search Screen will be displayed with no action taken.

If users CLICK "**Contract No.**" link for a quota holder, the View Contract – Results Screen will be displayed for the selected CCC-955.



Details	Name	Tax id	Tax id type	Tobacco type	Contract No.	Contract status
View	JOHN J DOE	*****9996	S	Flue-Cured	999999999991	N/A
View	JACK J DOE	*****9997	S	Flue-Cured	999999999992	N/A
View	JANE DOE	*****9998	S	Flue-Cured	999999999993	N/A
View	JAMES DOE	*****9999	S	Flue-Cured	999999999994	N/A
View	DAVID DOE	*****9910	S	Flue-Cured	999999999995	N/A

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Detail Screen. To begin to add an individual or entity to a tract, users CLICK "**Tract No.**" link (0001190 for this example), to display the Quota Holder Inquiry/Maintenance – Add to Tract Screen for the selected tract.

Notes: If users CLICK "**Previous**", Quota Holder Inquiry/Maintenance Search Screen will be displayed with no action taken.

If in the Delete column users CHECK (✓) a tract and CLICK "**Submit**", the tract will be deleted.

Links
Section 508
Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

Quota Holder Inquiry/Maintenance - Detail

Farm No.: 0009999 Tobacco County, TN
Farm BQL: 73686 Tobacco type: Flue-Cured
Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
Tract 0001190 Description				None		
☐	0001190	49804	JOHN J DOE	*****9996	49804	999999999999
Tract 0001191 Description				None		
☐	0001191	17388	JOHN J DOE	*****9996	17388	999999999999
Tract 0001298 Description				None		
☐	0001298	2434	JANE J DOE	*****9998	1217	999999999999
☐	0001298	2434	JAMES J DOE	*****9999	1217	999999999999
Tract 0001305 Description				None		
☐	0001305	1493	JANE J DOE	*****9998	1493	999999999999
Tract 0034112 Description				None		
☐	0034112	975	JOHN J DOE	*****9996	975	999999999999
Tract 0034810 Description				None		
☐	0034810	500	JAMES DOE	*****9999	0	999999999999
☐	0034810	500	DAVID DOE	*****9910	500	999999999999
Tract 0034811 Description				None		
☐	0034811	1077	JAMES DOE	*****9999	0	999999999999
☐	0034811	1077	DAVID DOE	*****9910	1077	999999999999

Previous Submit

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

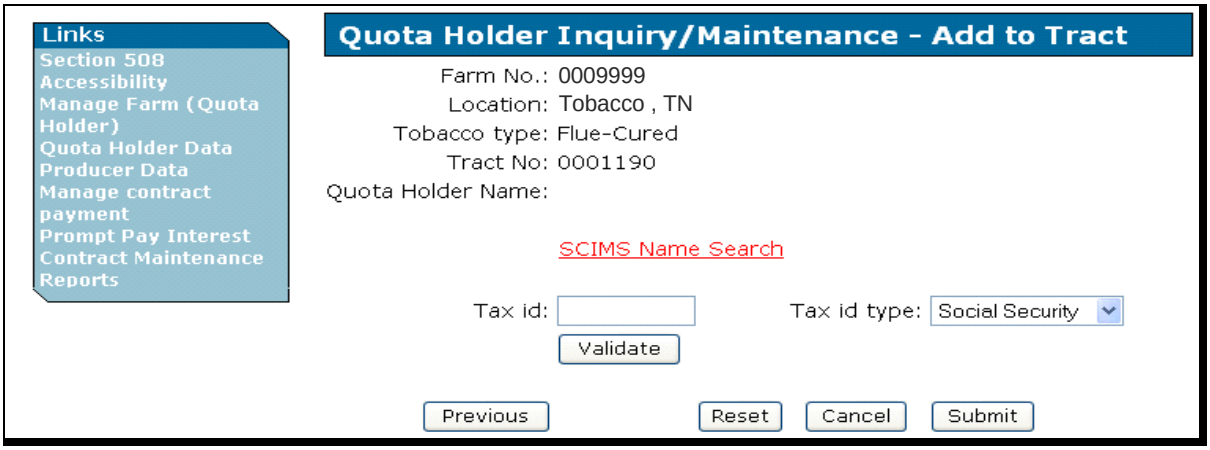
The following is an example of the Quota Holder Inquiry/Maintenance – Add to Tract Screen.

Users can do any of the following to add tracts:

- CLICK "**SCIMS Name Search**" to locate and select the correct individual/entity to add to the tract
- enter TIN and TIN type and CLICK "**Validate**"; TTPP software will validate TIN in SCIMS and if TIN entered is valid, users may CLICK "**Submit**" to add the individual/entity to the tract.

Note: If users CLICK:

- "**Previous**", the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken
- "**Reset**", the Quota Holder Inquiry/Maintenance – Add to Tract Screen will be refreshed with the default values in the Tax ID and Tax ID Type fields
- "**Cancel**", the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken.



On the Quota Holder Inquiry/Maintenance – Add to Tract Screen, when users CLICK "**SCIMS Name Search**", the SCIMS Customer Search Page will be displayed. Follow 1-CM instructions for SCIMS options.

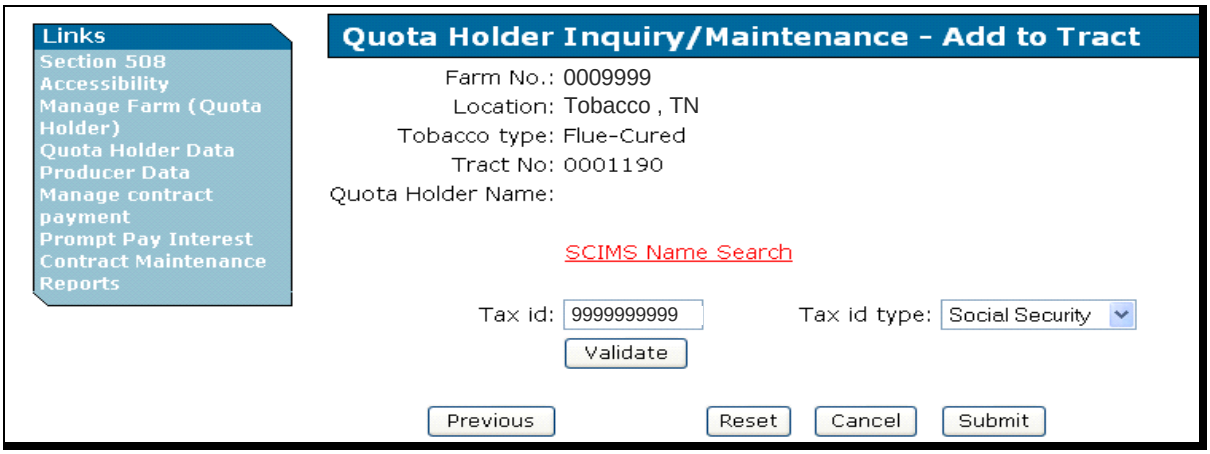
61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Add to Tract Screen with the Tax id field populated. Users CLICK "**Submit"** to add the individual/entity to the tract.

Note: If users CLICK:

- "**Previous**", the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken
- "**Reset**", the Quota Holder Inquiry/Maintenance – Add to Tract Screen will be refreshed with the default values in the Tax ID and Tax ID Type fields
- "**Cancel**", the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken.



61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Detail Screen with the individual/entity (John J Doe for this example) added with another record on Tract No. 0001190, the Quota Holder BQL field defaulted to zero, and the message, "Add quota holder successful".

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

Quota Holder Inquiry/Maintenance - Detail

Message: Add quota holder successful
Farm No.: 0009999 Tobacco County, TN
Farm BQL: 73686 Tobacco type: Flue-Cured
Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
Tract 0001190 Description				None		
	0001190	49804	JOHN J DOE	*****9996	49804	999999999999
☐	0001190	49804	JOHN J DOE	*****9996	0	999999999999
Tract 0001191 Description				None		
	0001191	17388	JOHN J DOE	*****9996	17388	999999999999
Tract 0001298 Description				None		
☐	0001298	2434	JANE J DOE	*****9998	1217	999999999999
☐	0001298	2434	JAMES J DOE	*****9999	1217	999999999999
Tract 0001305 Description				None		
☐	0001305	1493	JANE J DOE	*****9998	1493	999999999999
Tract 0034112 Description				None		
	0034112	975	JOHN J DOE	*****9996	975	999999999999
Tract 0034810 Description				None		
☐	0034810	500	JAMES DOE	*****9999	0	999999999999
☐	0034810	500	DAVID DOE	*****9910	500	999999999999
Tract 0034811 Description				None		
☐	0034811	1077	JAMES DOE	*****9999	0	999999999999
☐	0034811	1077	DAVID DOE	*****9910	1077	999999999999

Previous Submit

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Detail Screen. Users **must** update BQL to the correct amount and CLICK "**Submit**" to add BQL to the tract for the quota holder. The Quota Holder BQL field has been populated with 100 for tract 0001190 for John J Doe. Users **must** CLICK "**Submit**" for the change to be saved to TTPP database.

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

Quota Holder Inquiry/Maintenance - Detail

Message: Add quota holder successful
Farm No.: 0009999 Tobacco County, TN
Farm BQL: 73686 Tobacco type: Flue-Cured
Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
Tract 0001190 Description				None		
☐	0001190	49804	JOHN J DOE	*****9996	49804	999999999999
☐	0001190	49804	JOHN J DOE	*****9996	100	999999999999
Tract 0001191 Description				None		
☐	0001191	17388	JOHN J DOE	*****9996	17388	999999999999
Tract 0001298 Description				None		
☐	0001298	2434	JANE J DOE	*****9998	1217	999999999999
☐	0001298	2434	JAMES J DOE	*****9999	1217	999999999999
Tract 0001305 Description				None		
☐	0001305	1493	JANE J DOE	*****9998	1493	999999999999
Tract 0034112 Description				None		
☐	0034112	975	JOHN J DOE	*****9996	975	999999999999
Tract 0034810 Description				None		
☐	0034810	500	JAMES DOE	*****9999	0	999999999999
☐	0034810	500	DAVID DOE	*****9910	500	999999999999
Tract 0034811 Description				None		
☐	0034811	1077	JAMES DOE	*****9999	0	999999999999
☐	0034811	1077	DAVID DOE	*****9910	1077	999999999999

Previous Submit

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Detail Screen with the added individual/entity, Quota Holder BQL field value of 100, and the message "Update successful."

Users **must** CLICK "**Previous**" to return to the Quota Holder Inquiry/Maintenance – Summary Screen to create CCC-955.

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

Quota Holder Inquiry/Maintenance - Detail

Message: Update succesful

Farm No.: 0009999 Tobacco County, TN
Farm BQL: 73686 Tobacco type: Flue-Cured
Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
Tract 0001190 Description				None		
☐	0001190	49804	JOHN J DOE	*****9996	49804	999999999999
☐	0001190	49804	JOHN J DOE	*****9996	100	999999999999
Tract 0001191 Description				None		
☐	0001191	17388	JOHN J DOE	*****9996	17388	999999999999
Tract 0001298 Description				None		
☐	0001298	2434	JANE J DOE	*****9998	1217	999999999999
☐	0001298	2434	JAMES J DOE	*****9999	1217	999999999999
Tract 0001305 Description				None		
☐	0001305	1493	JANE J DOE	*****9998	1493	999999999999
Tract 0034112 Description				None		
☐	0034112	975	JOHN J DOE	*****9996	975	999999999999
Tract 0034810 Description				None		
☐	0034810	500	JAMES DOE	*****9999	0	999999999999
☐	0034810	500	DAVID DOE	*****9910	500	999999999999
Tract 0034811 Description				None		
☐	0034811	1077	JAMES DOE	*****9999	0	999999999999
☐	0034811	1077	DAVID DOE	*****9910	1077	999999999999

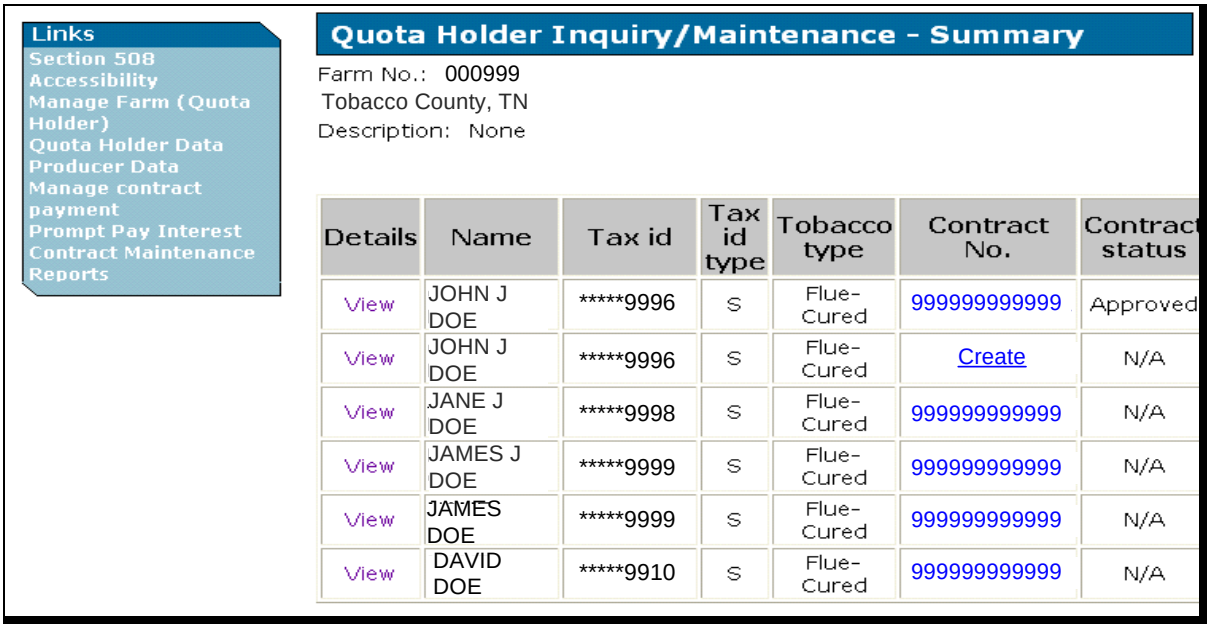
Previous Submit

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the Quota Holder Inquiry/Maintenance – Summary Screen. Users **must** CLICK "**Create**" to begin creating CCC-955 for the individual/entity on the farm and tract previously entered.

Note: Users may CLICK "**View**" for a record to display the tract information for that CCC-955.



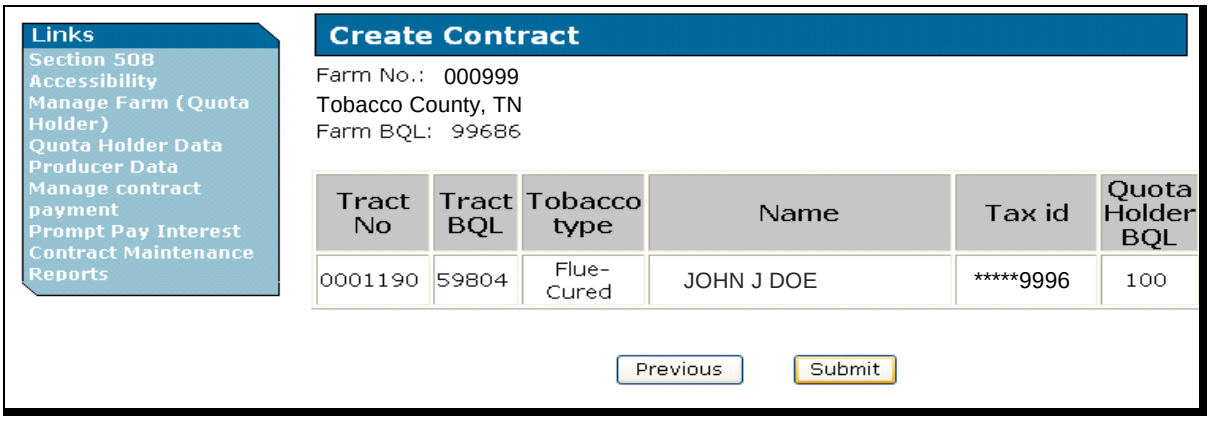
Details	Name	Tax id	Tax id type	Tobacco type	Contract No.	Contract status
View	JOHN J DOE	*****9996	S	Flue-Cured	999999999999	Approved
View	JOHN J DOE	*****9996	S	Flue-Cured	Create	N/A
View	JANE J DOE	*****9998	S	Flue-Cured	999999999999	N/A
View	JAMES J DOE	*****9999	S	Flue-Cured	999999999999	N/A
View	JAMES DOE	*****9999	S	Flue-Cured	999999999999	N/A
View	DAVID DOE	*****9910	S	Flue-Cured	999999999999	N/A

61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

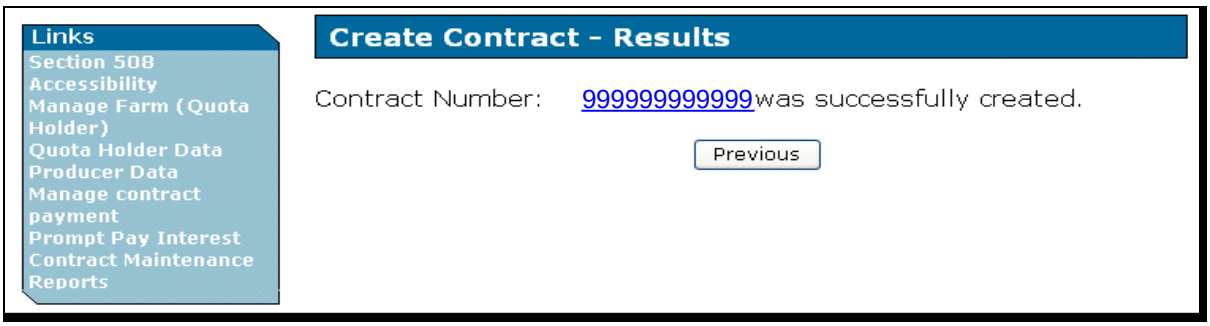
The following is an example of the Create Contract Screen with the farm and tract information. Users **must** verify the information and CLICK "**Submit**" to create CCC-955.

Note: If users CLICK "**Previous**", the Quota Holder Inquiry/Maintenance – Summary Screen will be redisplayed with no action taken.



The following is an example of the Create Contract – Results Screen. CLICK "**Contract Number**" link to view the View Contract Results Screen.

Note: If users CLICK "**Previous**", the Quota Holder Inquiry/Maintenance - Summary Screen will be displayed.



61 Processing CCC-955/CCC-956's (Continued)

D Creating CCC-955's (Continued)

The following is an example of the View Contract – Results Screen.

Notes: If users CLICK "**Previous**", the Quota Holder Inquiry/Maintenance - Summary Screen will be displayed.

If users CLICK "**View PDF**", CCC-955 will be displayed in a PDF file.

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Form Number	CCC-955
Contract Number	999999999999
Contract Status	Pending
CCC-960 Status	
Annual Installments	0
State FSA Code	13
County FSA Code	019
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	100
Total Contract Value	$700.00

Contract Origination	
Tax ID	*****9996
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	Unavailable

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0001190	59804	100
Total		100

Previous Update View PDF

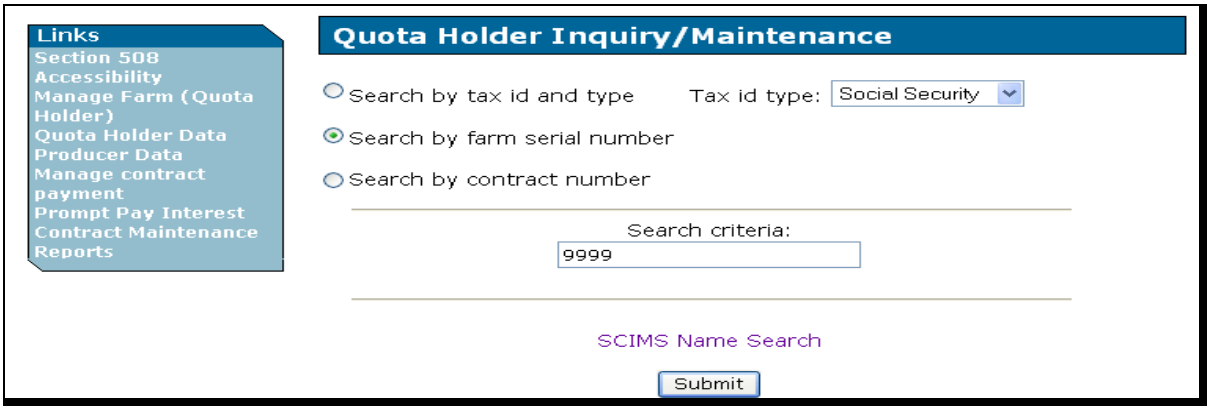
62 Automated CCC-960 Process

A Overview

This paragraph provides details of the automated process to approve CCC-955/CCC-956's and creating CCC-960's. On the TTPP Homepage, under Links, there are 2 data options; Quota Holder Data and Producer Data. The automated process is similar for both data options.

B Approving CCC-955's

This subparagraph focuses on approving CCC-955's. To approve CCC-955's, on TTPP Homepage, CLICK "**Quota Holder Data**". The Quota Holder Inquiry/Maintenance Screen will be displayed. To access farm information, CLICK "**Search by farm serial number**" radio button, enter the farm number in the "Search criteria:" field, and CLICK "**Submit**".

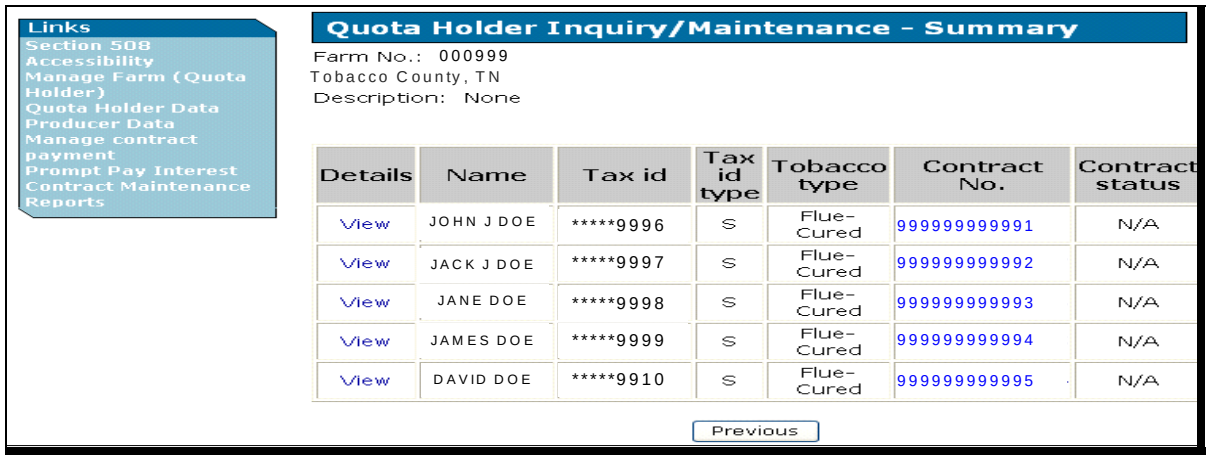


62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The search results will be displayed on the Quota Holder Inquiry/Maintenance – Summary Screen with all CCC-955/CCC-956's attached to the selected farm.

To access CCC-955/CCC-956 to be approved, under Contract No. column, click the applicable CCC-955/CCC-956 number.



Details	Name	Tax id	Tax id type	Tobacco type	Contract No.	Contract status
View	JOHN J DOE	*****9996	S	Flue-Cured	999999999991	N/A
View	JACK J DOE	*****9997	S	Flue-Cured	999999999992	N/A
View	JANE DOE	*****9998	S	Flue-Cured	999999999993	N/A
View	JAMES DOE	*****9999	S	Flue-Cured	999999999994	N/A
View	DAVID DOE	*****9910	S	Flue-Cured	999999999995	N/A

62 Automated CCC-960 Process (Continued)

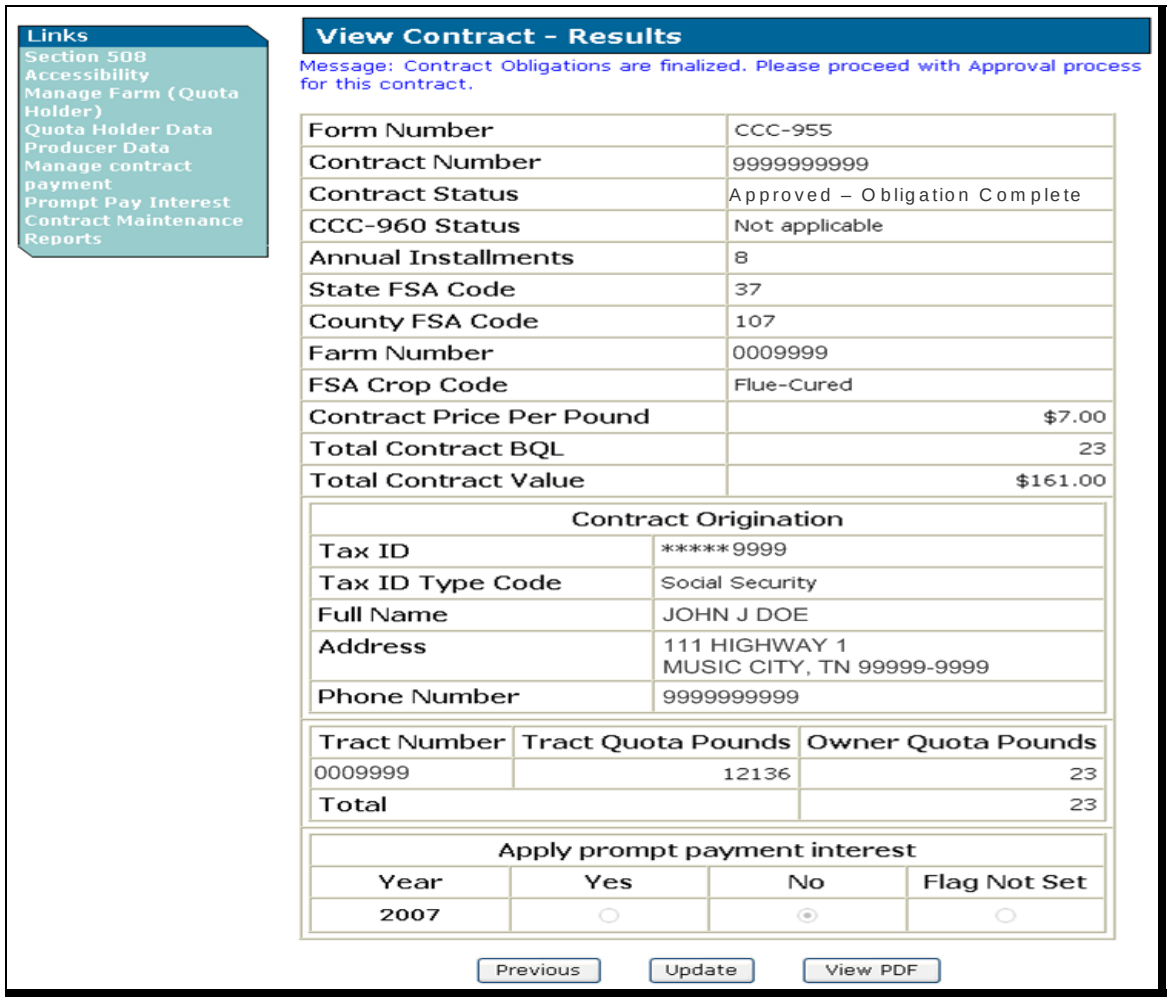
B Approving CCC-955's (Continued)

The following is an example of the View Contract – Results Screen; a read **only** screen. To update CCC-955/CCC-956 status, CLICK "**Update**".

An obligations message may be displayed, if CCC-955/CCC-956 is **not** in AP or DI status.

IF…	THEN the following message will be displayed…
obligations have been finalized	"Contract Obligations are finalized. Please proceed with Approval process for this contract."
CCC-955/CCC-956 is in AO status	"This contract is Approved pending Obligations establishment. No further action is allowed until the required Obligations are created by the TTPP software. Please re-check this contract in a few minutes to see if the Obligations have been finalized. Once the Obligations have been finalized, you can change the contract status to Approved."

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Message: Contract Obligations are finalized. Please proceed with Approval process for this contract.

Form Number	CCC-955
Contract Number	9999999999
Contract Status	Approved – Obligation Complete
CCC-960 Status	Not applicable
Annual Installments	8
State FSA Code	37
County FSA Code	107
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	23
Total Contract Value	$161.00

Contract Origination	
Tax ID	*****9999
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	9999999999

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0009999	12136	23
Total		23

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2007	○	◉	○

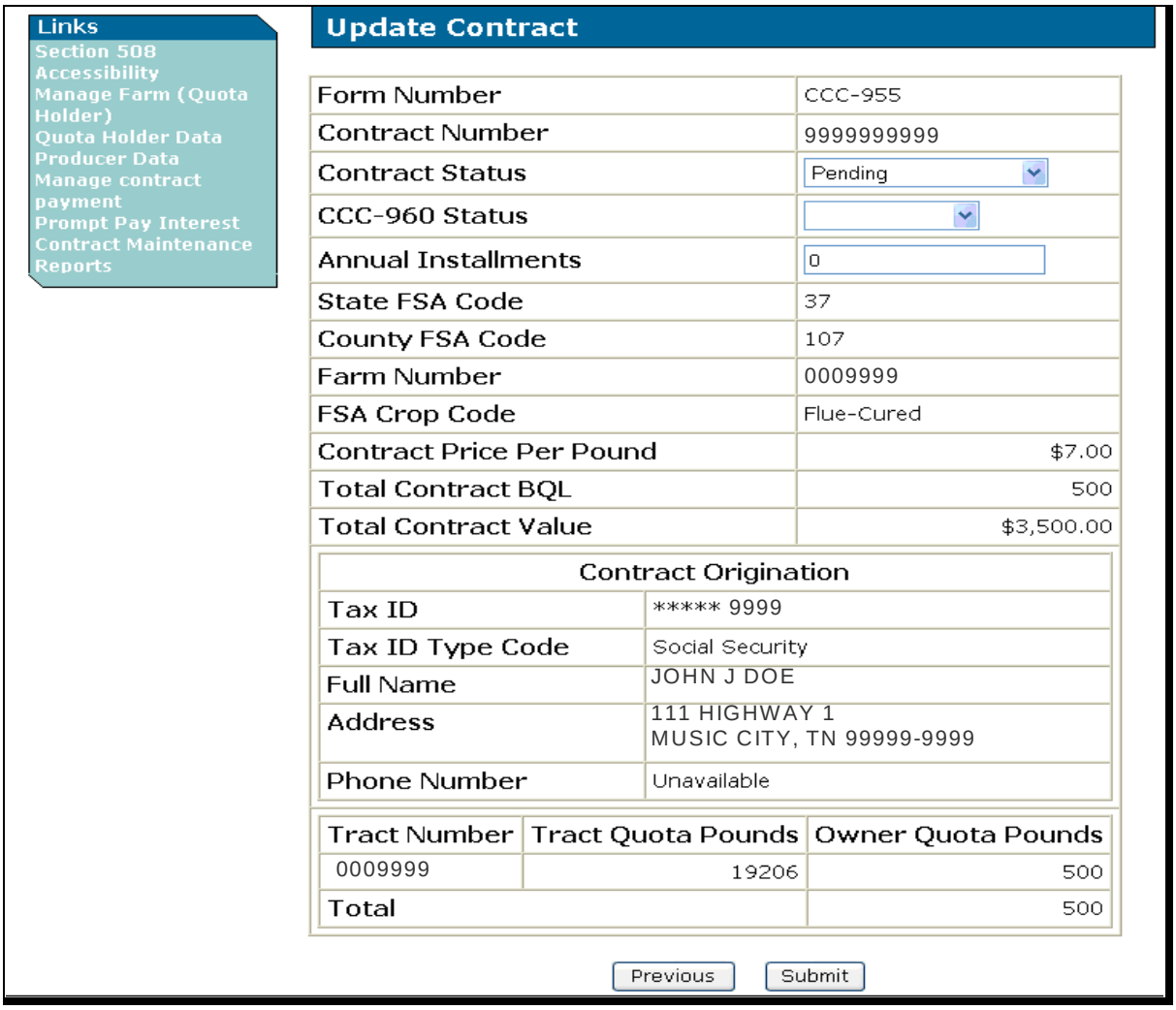
Previous Update View PDF

62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The following is an example of the Update Contract Screen. There are 3 fields that can be updated, Contract Status, CCC-960 Status, and Annual Installments. Users shall update CCC-955/CCC-956's as follows:

- from the Contract Status field drop-down menu, select "**AP**"
- from the CCC-960 Status field drop-down menu, select the applicable according to subparagraph 23 D
- in the Annual Installments field, enter the number of installments
- CLICK "**Submit**".



Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

Update Contract

Form Number	CCC-955
Contract Number	9999999999
Contract Status	Pending
CCC-960 Status	
Annual Installments	0
State FSA Code	37
County FSA Code	107
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	500
Total Contract Value	$3,500.00

Contract Origination	
Tax ID	***** 9999
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	Unavailable

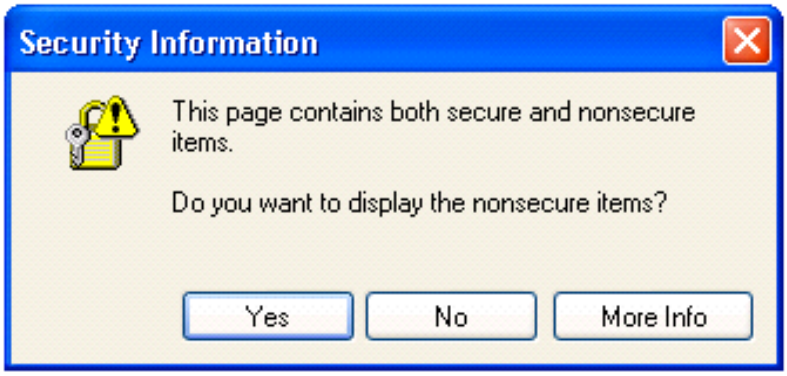
Tract Number	Tract Quota Pounds	Owner Quota Pounds
0009999	19206	500
Total		500

Previous Submit

62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The following is an example of the Security Information dialog box that users may receive when accessing the PDF formatted CCC-960; indicating that the user is accessing an application that is outside of TTPP, such as Adobe Acrobat, that will be used to display CCC-960. CLICK "**Yes**"; CCC-955/CCC-956 will be updated.



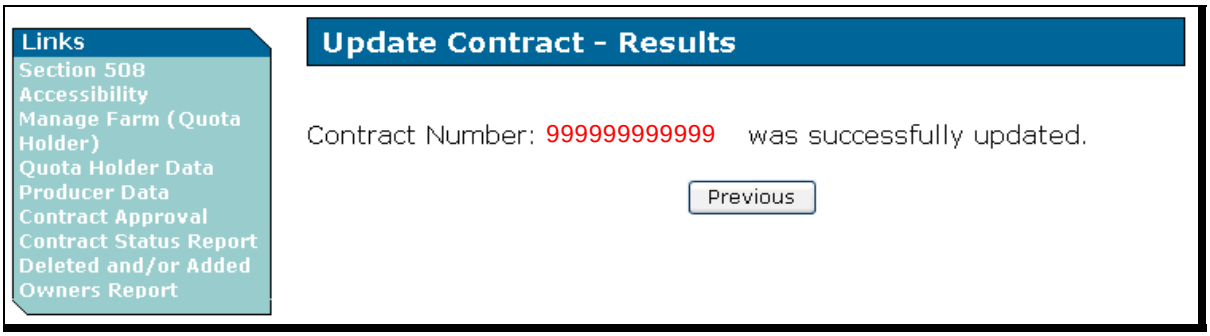
62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The following is an example of the Update Contract – Results Screen. CLICK "**Contract Number**" link to view.

The View Contract Results Screen will be displayed. User will be able view the updated CCC-955/CCC-956 and print CCC-960.

Note: If users CLICK "**Previous**", the Quota Holder Inquiry/Maintenance - Summary Screen will be displayed.



62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The following is an example of CCC-960, in PDF format, that will print when CCC-960 is set to "**not applicable**" status.

Note: CCC-960, item 9A, "certification" box will **not** be displayed and does **not** print.

CCC-960 should be printed and mailed to the address shown in item 5. On the Printer Criteria Screen, when using the print option, users may enter the "number of copies requested".

CCC-960 (06-10-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Contract Number	2. Notification Date *(MM-DD-YYYY)*
	999999999999	06-08-2007
TOBACCO TRANSITION PAYMENT PROGRAM (TTPP) NOTIFICATION OF CONTRACT APPROVAL AND APPEAL RIGHTS	3A. County Office Address *(Including Zip Code)* P.O. Box 999 Anytown, VA 99999-9999	
	3B. County Office Telephone Number *(Including Area Code)* (999) 999-9999 x2	4. Taxpayer Identification Number 9999

5. TO: (Name and Address of Quota Holder/Producer)

John J. Doe
111 Highway 1
Music City, TN 99999-9999

PART A - QUOTA HOLDER/PRODUCER CONTRACT APPROVAL

6. Quota Holder TTPP Payment Formula: ***(Item 6A, times Item 6B, equals Item 6C).***

6A. Approved Base Quota Level (BQL) Pounds for Payment		6B. Payment Rate		6C. Total Quota Holder TTPP Payment
500	x	**$7.00 per Pound of BQL**	=	$ 3500.00

7. Producer TTPP payment formula: ***(Item 7A times Item 7B equals Item 7C for each applicable crop year for which you shared in the risk of production. Item 7D is the total dollar amount for all crop years listed in Item 7C.)***

7A. Approved Base Quota Level (BQL) Pounds for Payment (1) Year	(2) Pounds for Payment		7B. Payment Rate		7C. Crop Year TTPP Producer Payment
2002		x	$1.00	=	$
2003		x	$1.00	=	$
2004		x	$1.00	=	$
			7D. Total Producer TTPP Payment:		$

Your contract has been approved as shown above. The total TTPP payment shown will be divided among 10 ***annual installments.***

8A. Signature of Commodity Credit Corporation (CCC) Representative	8B. Title	8C. Date *(MM-DD-YYYY)*

PART B - QUOTA HOLDER/PRODUCER APPEAL RIGHTS

9A. If you disagree with any of the information shown above you may appeal to the FSA county committee in accordance with the regulations at 7 CFR Part 780. The source of funds for these payments is derived from a special assessment on certain domestic manufacturers and importers of tobacco products. Accordingly, in order to ensure that the total amount of these assessments is calculated correctly, CCC will not issue any TTPP payment to a quota holder or producer until all administrative appeal rights have been exhausted.

☐ *If you agree with all of the information shown above and will not be filing an appeal, please enter a checkmark in this checkbox and return to the address in Item 3A. When CCC has determined that all quota holders or all producers on the farm have exhausted their appeals, or informed CCC that they will not be filing an appeal, TTPP payments will be issued to all quota holders or all producers, respectively, on the farm. You have 30 days from the date in Item 2 of this form to appeal to the FSA county committee.*

9B. Signature of Addressee *(Quota Handler/Producer)*	9C. Date *(MM-DD-YYYY)*

NOTE: *The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for*

62 Automated CCC-960 Process (Continued)

B Approving CCC-955's (Continued)

The following is an example of CCC-960, in PDF format, that will print when CCC-960 is set to "**mailed**" status. "**Mailed**" status indicates that BQL was changed **after** CCC-955/CCC-956 holder signed the original CCC-955/CCC-956.

Note: CCC-960, item 9 A will be displayed with "certification" box for CCC-955/CCC-956 holder to check the box to indicate they want to appeal.

CCC-960 (06-10-05) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. Contract Number 999999999999	2. Notification Date (MM-DD-YYYY) 05-11-2007
TOBACCO TRANSITION PAYMENT PROGRAM (TTPP) NOTIFICATION OF CONTRACT APPROVAL AND APPEAL RIGHTS	3A. County Office Address (Including Zip Code) P.O. Box 999 Anytown, VA 9999-9999	
	3B. County Office Telephone Number (Including Area Code) (999) 999-9999	4. Taxpayer Identification Number 9999

5. TO: (Name and Address of Quota Holder/Producer)

John J. Doe
111 Highway 1
Music City, TN 99999-9999

PART A - QUOTA HOLDER/PRODUCER CONTRACT APPROVAL

6. Quota Holder TTPP Payment Formula: ***(Item 6A, times Item 6B, equals Item 6C).***

6A. Approved Base Quota Level (BQL) Pounds for Payment	6B. Payment Rate	6C. Total Quota Holder TTPP Payment
x	**$7.00 per Pound of BQL** =	$

7. Producer TTPP payment formula: ***(Item 7A times Item 7B equals Item 7C for each applicable crop year for which you shared in the risk of production. Item 7D is the total dollar amount for all crop years listed in Item 7C.)***

7A. Approved Base Quota Level (BQL) Pounds for Payment (1) Year	(2) Pounds for Payment	7B. Payment Rate	7C. Crop Year TTPP Producer Payment
2002	23576 x	$1.00 =	$ 23576.00
2003	x	$1.00 =	$
2004	x	$1.00 =	$
		7D. Total Producer TTPP Payment:	$ 23576.00

Your contract has been approved as shown above. The total TTPP payment shown will be divided among 8 ***annual installments.***

8A. Signature of Commodity Credit Corporation (CCC) Representative	8B. Title	8C. Date (MM-DD-YYYY)

PART B - QUOTA HOLDER/PRODUCER APPEAL RIGHTS

9A. If you disagree with any of the information shown above you may appeal to the FSA county committee in accordance with the regulations at 7 CFR Part 780. The source of funds for these payments is derived from a special assessment on certain domestic manufacturers and importers of tobacco products. Accordingly, in order to ensure that the total amount of these assessments is calculated correctly, CCC will not issue any TTPP payment to a quota holder or producer until all administrative appeal rights have been exhausted.

☐ *If you agree with all of the information shown above and will not be filing an appeal, please enter a checkmark in this checkbox and return to the address in Item 3A. When CCC has determined that all quota holders or all producers on the farm have exhausted their appeals, or informed CCC that they will not be filing an appeal, TTPP payments will be issued to all quota holders or all producers, respectively, on the farm. You have 30 days from the date in Item 2 of this form to appeal to the FSA county committee.*

9B. Signature of Addressee (Quota Handler/Producer)	9C. Date (MM-DD-YYYY)

NOTE: *The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for*

Notes: After the print job is complete, use the browser "**Back**" button to exit Adobe Acrobat, the Update Contract Screen will be displayed.

This is 1 of the few times users should use the browser "**Back**" button.

63 Processing BQL Corrections

A Overview

When BQL changes for IT or VT are taking BQL to zero, original CCC-955/CCC-956's will be changed to CL status and resulting CCC-955/CCC-956's will be in either of the following:

- VT status
- IT status.

If obligation change actions are required, original CCC-955/CCC-956's will be in CO status and resulting CCC-955/CCC-956's will be in either of the following:

- TO status
- IO status with an explanatory message.

Changes to BQL's require resulting CCC-955/CCC-956's to be printed and signed by CCC-955/CCC-956 holders **before** CCC-955/CCC-956's can be approved. Appeal rights on CCC-960's will be blank, allowing County Offices to select the appropriate indicator. If BQL is changed because of:

- previous appeal, the indicator should be set to "**n/a**"

- County Office error, the CCC-955/CCC-956's holder will be given 30 calendar days to appeal and the indicator will be set to "**mailed**".

63 Processing BQL Corrections (Continued)

B BQL Correction TTPP Software Activity

It is important to understand how the TTPP software will process CCC-955/CCC-956's requiring BQL corrections. If it is determined that CCC-955/CCC-956's were erroneously paid because of incorrect BQL's, users will have the ability to access the approved CCC-955/CCC-956's and adjust BQL values.

When BQL changes are made and confirmed, the TTPP software will cancel original CCC-955/CCC-956's and create replacement CCC-955/CCC-956's. Both the original and the replacement CCC-955/CCC-956's will be displayed on the BQL Correction Update Successful Screen.

IF…	THEN the original CCC-955/CCC-956 will be in …
no obligation change actions are required	CL status and the resulting CCC-955/CCC-956's will be in PE status.
obligation change actions are required	CO status and the resulting CCC-955/CCC-956's will be in PO status with an explanatory message.

63 Processing BQL Corrections (Continued)

C CCC-955/CCC-956 Statuses for BQL Corrections

Only **paid** CCC-955/CCC-956's in AP or DI status, or resulting CCC-955/CCC-956's in PE status, can be corrected.

If a CCC-955/CCC-956 has been placed into DI status, suspending the current year payment, BQL changes can be made while CCC-955/CCC-956's remain in DI status. If the original CCC-955/CCC-956 is taken out of DI status, ensure that either of the following takes place:

- BQL's are modified **before** the next payment cycle
- the original CCC-955/CCC-956 is placed back into DI status.

If either of these things does **not** take place, the original approved CCC-955/CCC-956 will be selected for payment **before** the replacement CCC-955/CCC-956 is generated. If a payment request is generated and sent to NPS with an incorrect BQL, the County Office will be required to cancel the payment request through "Manage Contract Payment" function (paragraph 67) **before** BQL's can be modified.

Once BQL's are modified and resulting CCC-955/CCC-956 is issued and updated to AP status, the TTPP software will determine which payments have been issued; that is 2005, 2006, 2007, 2008, or all 4. The TTPP software will calculate the differences in CCC-955/CCC-956 value and create the resulting overpayment (receivable) or underpayment transactions. If CCC-955/CCC-956 was paid erroneously in 2005, 2006, and 2007 and then placed into DI status, suspending the 2008 payment, the TTPP software will calculate the difference for the 2005, 2006, and 2007 payments issued and also issue the total 2008 payment based on the new BQL.

Note: CCC-955/CCC-956's in SI status are permanently **locked**.

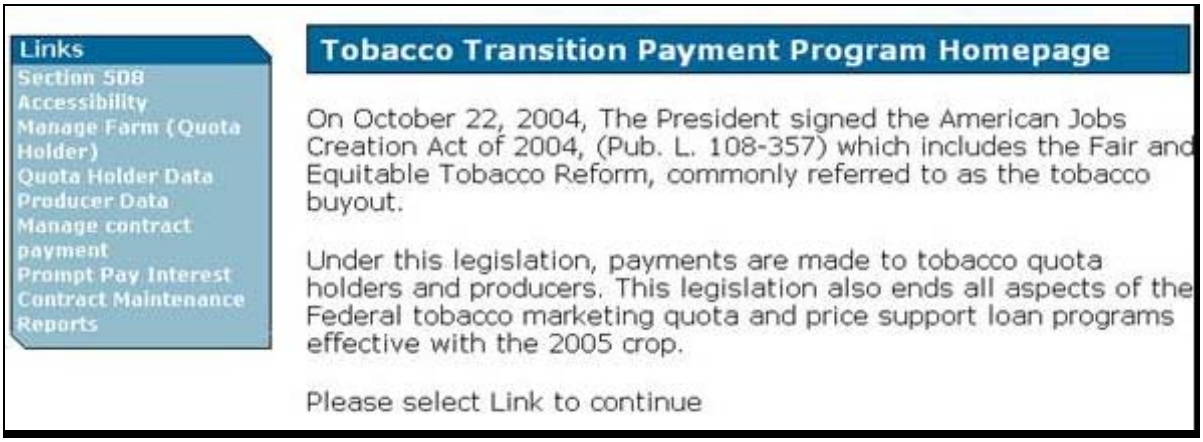
D Resulting CCC-955/CCC-956's in PE Status

Users have the ability to access and modify pending CCC-955/CCC-956's resulting from BQL change of an original CCC-955/CCC-956. Numerous changes to BQL of CCC-955/CCC-956's in PE status are allowed. Once a CCC-955/CCC-956 is moved out of PE status, the TTPP software **will not allow** a status change back to PE status.

63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's

The following is an example of the TTPP Homepage. To begin the BQL correction process for unsold, paid CCC-955/CCC-956's, under Links, CLICK "**Contract Maintenance**".



CCC-955/CCC-956's to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in AP or DI status
- **cannot** have an assignment against CCC-955/CCC-956.

Note: Because CCC-959's are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Acton
1	Require the assignee to revoke CCC-959.
2	Cancel CCC-959 attached to CCC-955/CCC-956 to be corrected.
3	Access TTPP software and modify the CCC-955/CCC-956 BQL according to procedures outlined in this paragraph, thereby canceling the original CCC-955/CCC-956 and creating a replacement CCC-955/CCC-956.
4	Obtain a new CCC-959 for the resulting CCC-955/CCC-956.
5	Enter the new CCC-959 against the resulting CCC-955/CCC-956 in Financial Services.

63 Processing BQL Corrections (Continued)

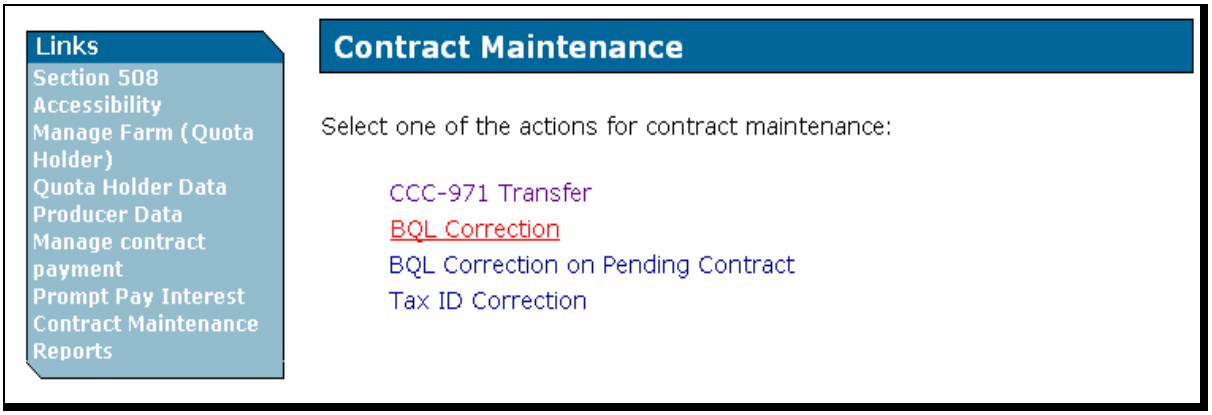
E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

The following is an example of the Contract Maintenance Screen. From the Contract Maintenance Screen, users can click either of the following options:

- "**BQL Correction**" on a paid CCC-955/CCC-956
- "**BQL Correction on Pending Contract**" for BQL of a resulting CCC-955/CCC-956 in PE status that was created when an original CCC-955/CCC-956 BQL was modified.

The resulting CCC-955/CCC-956 will remain in PE status until the user updates CCC-955/CCC-956 to CP or AP status.

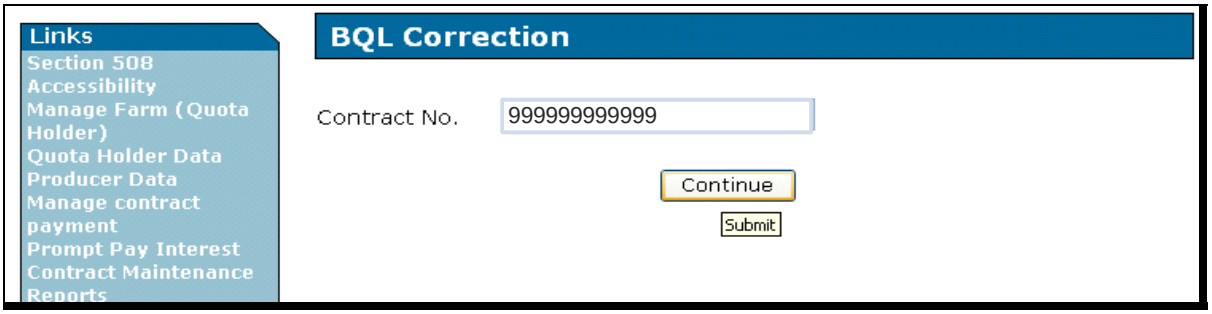
Note: When CCC-955/CCC-956 is moved out of PE status, the TTPP software **will not allow** a status change back to PE status.



63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

The following is an example of the BQL Correction Screen. Users will enter the unsold, paid CCC-955/CCC-956 number to be modified and CLICK "**Continue**".



Note: After users CLICK "**Continue**", "**Submit**" will be displayed.

Possible error messages:

- "Valid contract number is required"
- "There are assignments, claims, or receivables against the contract XXXXXX"
- "The payment was **not** found for contract XXXXXX"
- "The overpayment was **not** found for contract XXXXXX"
- "Pending contract is **not** from BQL change"
- "Overpayment is unprocessed or payment is **not** signed in NPS for contract: XXXXXX"
- "NPS error for contract XXXXXX".
- "No contract data found for contract number: XXXXXX"
- "Contract status is **not** in AP or DI"
- "Contract is sold"
- "Contract is from 971".

Note: CCC-971 resulting CCC-955/CCC-956 BQL **cannot** be modified.

63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

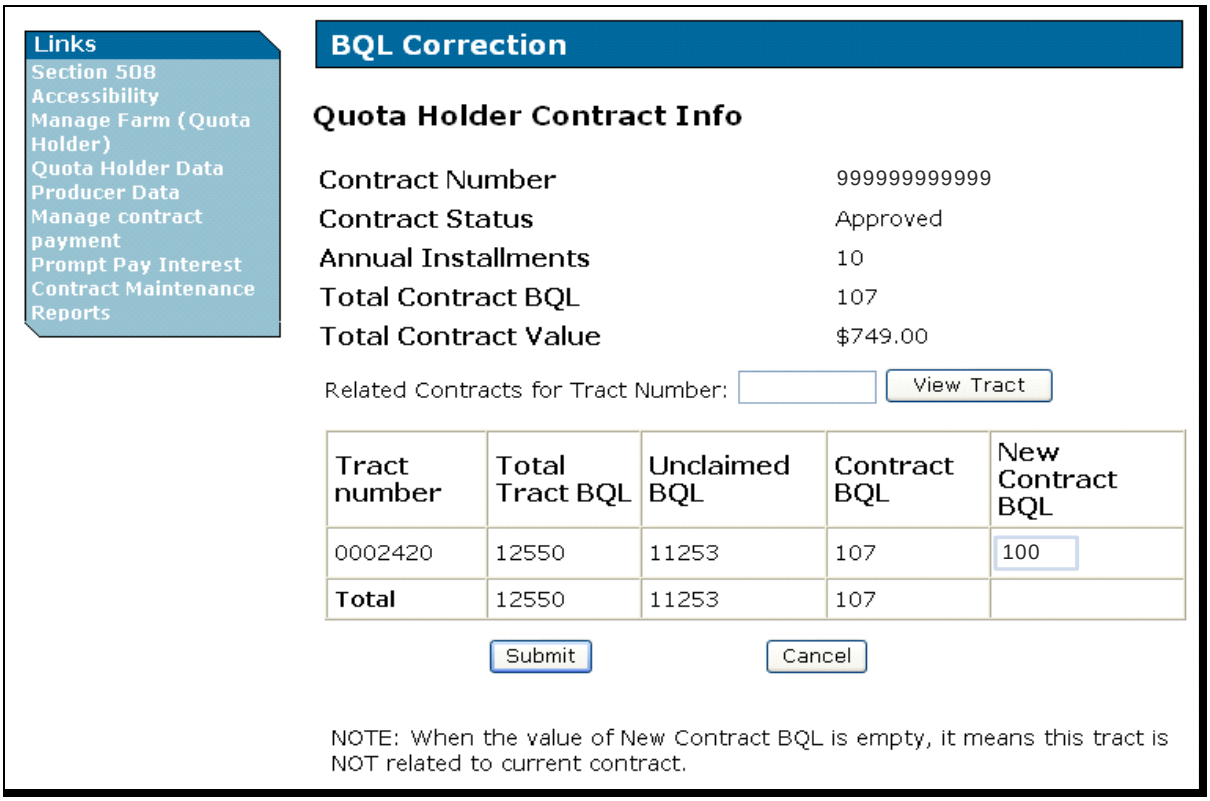
The following is an example of the user correcting BQL for a quota holder. The BQL Correction, Quota Holder Contract Info Screen will be displayed with the total tract BQL originally available, the amount of unclaimed BQL, and the current CCC-955/CCC-956 BQL. Users can update the New Contract BQL field, as long as the resulting CCC-955/CCC-956 BQL does **not** exceed the total tract BQL.

63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

The following is an example of the user modifying the New Contract BQL field to 100 pounds from the Contract BQL field 107 pounds. When the new BQL is entered, CLICK "**Submit**".

Since the modification reduces BQL, the TTPP software will generate an overpayment (receivable) against each payment previously made against CCC-955/CCC-956. The receivable will **not** be generated by the TTPP software until the user obtains the required signatures and CCC-955/CCC-956 status has been updated to AP.



Notes: If the user enters zero for the New Contract BQL field, the following message will be displayed:

> "The requested change to zero BQL requires that receivables be generated to recover all payments made to this contract.
>
> If no payments are to be recovered, use the Quota Holder Data or Producer Data screen to set the contract to Voluntarily Cancellation status, which will just stop future payments."

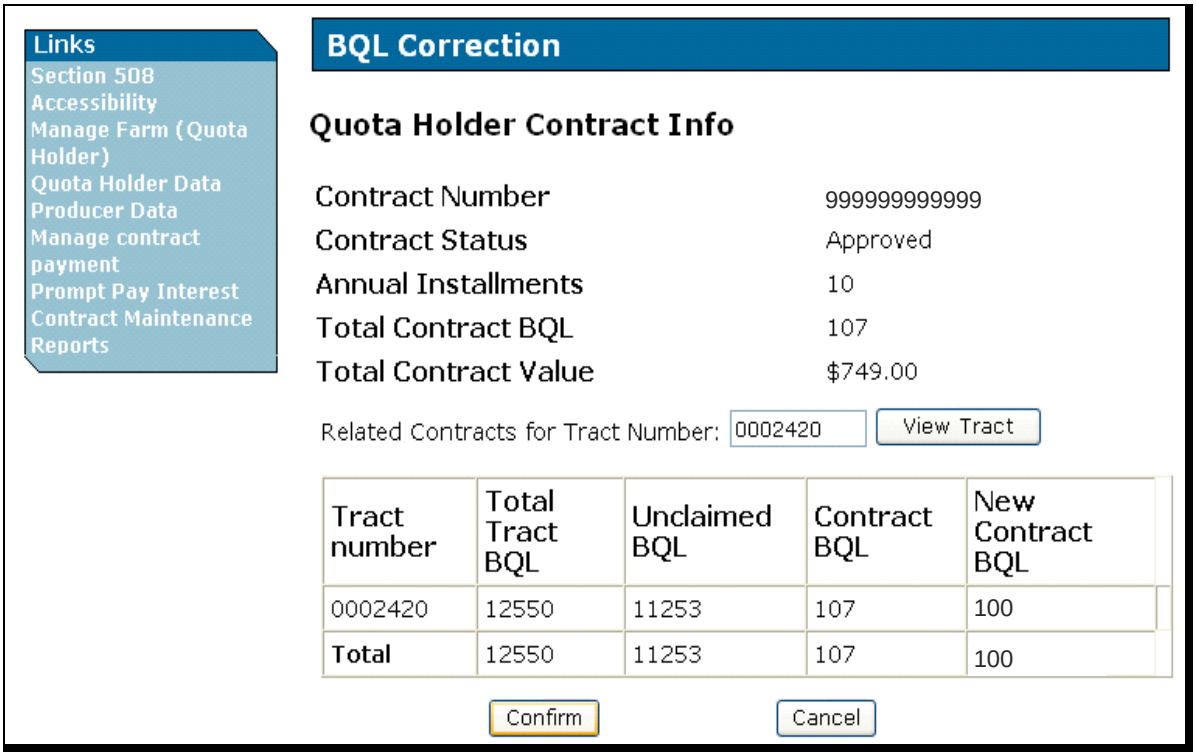
63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

Possible error messages:

- "New BQL exceed the available BQL"
- "For input string: "64d90" is **not** a valid BQL value".

On the BQL Correction, Quota Holder Contract Info Screen, when the users click "**Submit**", the BQL Correction, Quota Holder Contract Info Screen will be redisplayed. The BQL Correction, Quota Holder Contract Info Screen requires users to confirm the BQL **before** the database is updated. When BQL has been verified, CLICK "**Confirm**".



63 Processing BQL Corrections (Continued)

E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

The following is an example of the BQL Correction Update Successful Screen when the original CCC-955/CCC-956 has an outstanding obligation. Both the original and the resulting CCC-955/CCC-956's are displayed. The original CCC-955/CCC-956 (999999999999) has been updated to CO status and resulting CCC-955/CCC-956 (999999999991) has been created with the new BQL values in PO status. Once the obligations batch job runs, the statuses will be updated to CL and PE. CLICK "**Contract Number**" link to view CCC-955/CCC-956 details.

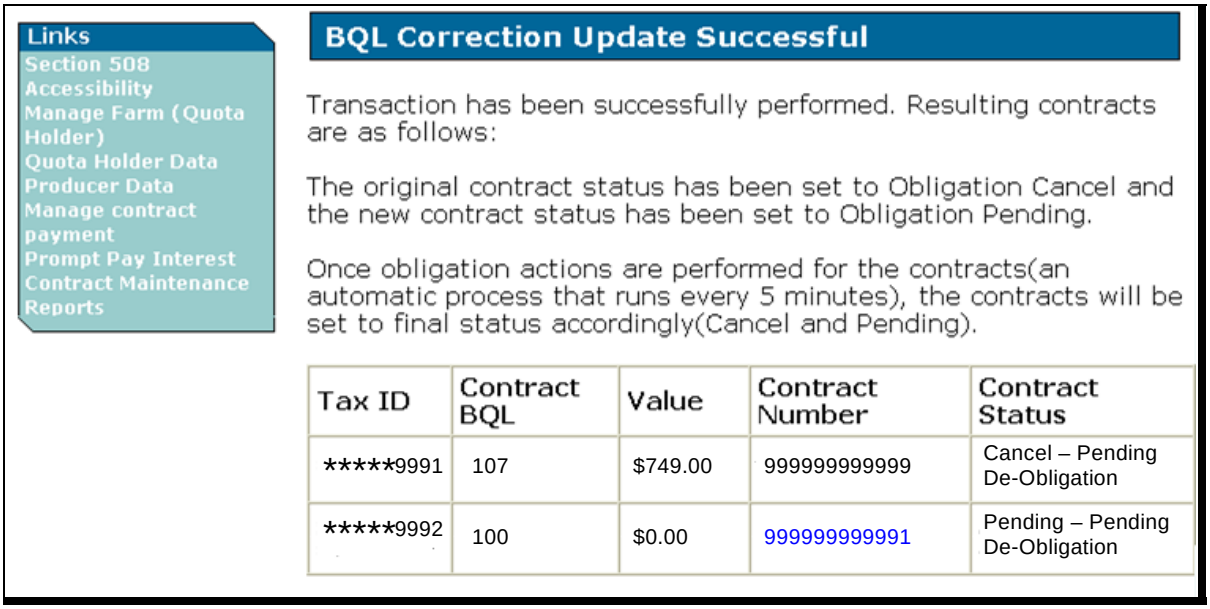
The following message will be displayed for BQL corrections when the original CCC-955/CCC-956 has an outstanding obligation:

> "The original contract status has been set to Obligation Cancel and the resulting contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to the final status accordingly (Cancel or Pending)."

If the original CCC-955/CCC-956 does **not** have an outstanding obligation the:

- original CCC-955/CCC-956 will be displayed in CL status
- resulting CCC-955/CCC-956 will be displayed in PE status.

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

BQL Correction Update Successful

Transaction has been successfully performed. Resulting contracts are as follows:

The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending.

Once obligation actions are performed for the contracts(an automatic process that runs every 5 minutes), the contracts will be set to final status accordingly(Cancel and Pending).

Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9991	107	$749.00	999999999999	Cancel – Pending De-Obligation
*****9992	100	$0.00	999999999991	Pending – Pending De-Obligation

63 Processing BQL Corrections (Continued)

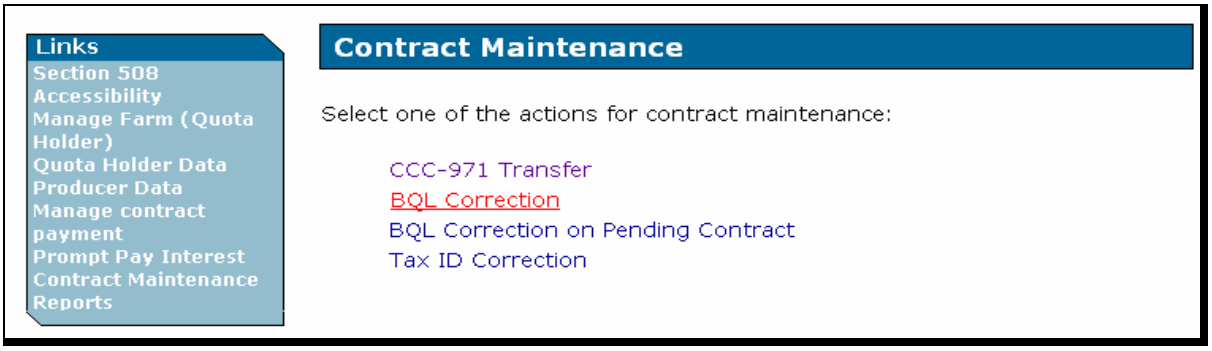
E BQL Corrections on Unsold, Paid CCC-955/CCC-956's (Continued)

When a paid CCC-955/CCC-956 BQL has been modified, the resulting CCC-955/CCC-956 is placed in PE status. This is to allow users:

- time to obtain the required signatures
- an opportunity to review CCC-955/CCC-956 data **before** the status is updated to CP or AP and adjustments are sent to NPS.

Users may find that further modifications to BQL's are required while the CCC-955/CCC-956 is in PE status.

The following is an example of the Contract Maintenance Screen for a producer's pending CCC-956.



Note: Pending CCC-955/CCC-956's can be corrected any number of times, but once the CCC-955/CCC-956 status is updated to **CP or AP**, the resulting BQL's will be **locked**.

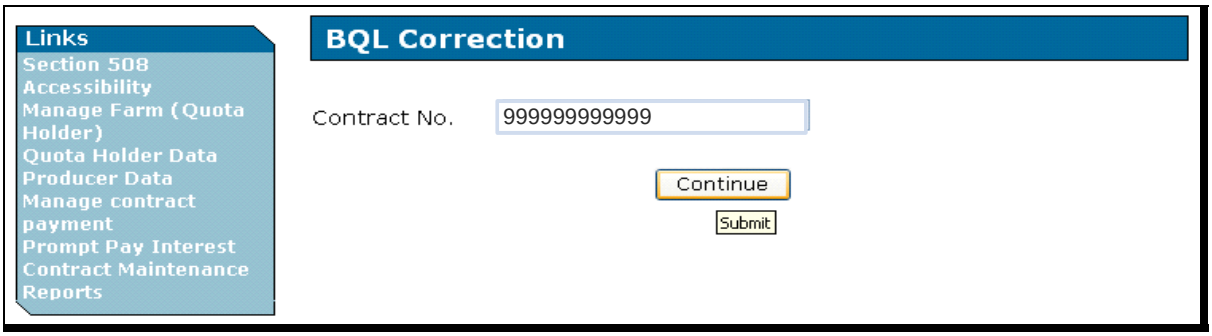
63 Processing BQL Corrections (Continued)

F BQL Correction Process for a Paid Producer CCC-955/CCC-956

Follow the steps in subparagraph E to correct BQL's on paid producers.

G Correction Process for a CCC-956 in PE Status

Enter the CCC-955/CCC-956 number to be corrected and CLICK "**Continue**".

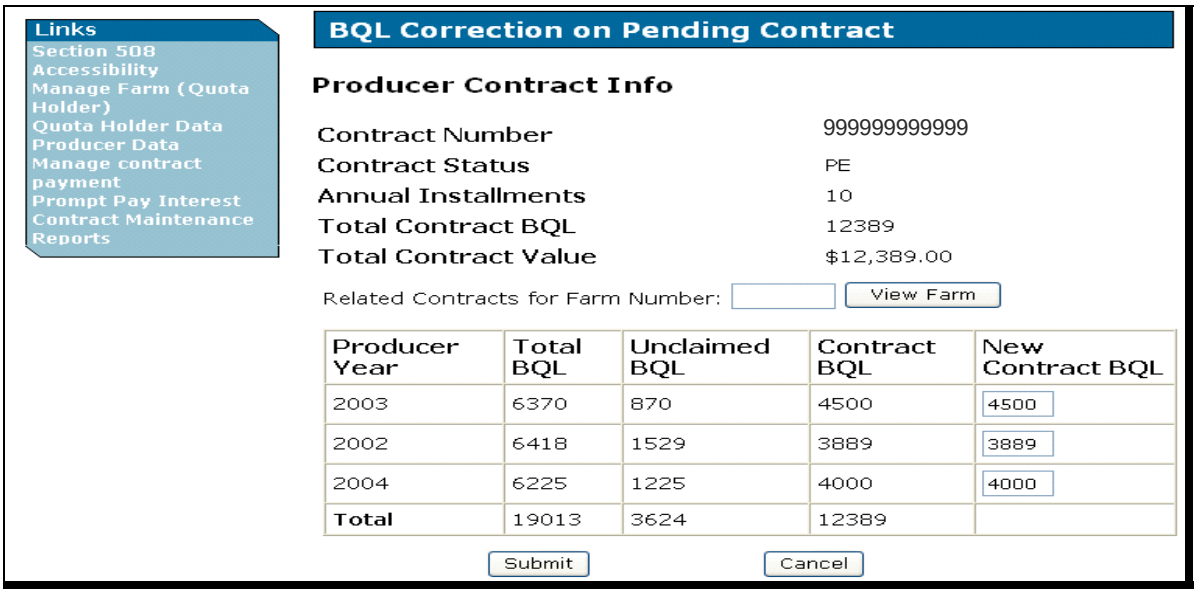


Note: After users CLICK "**Continue**", "**Submit**" will be displayed.

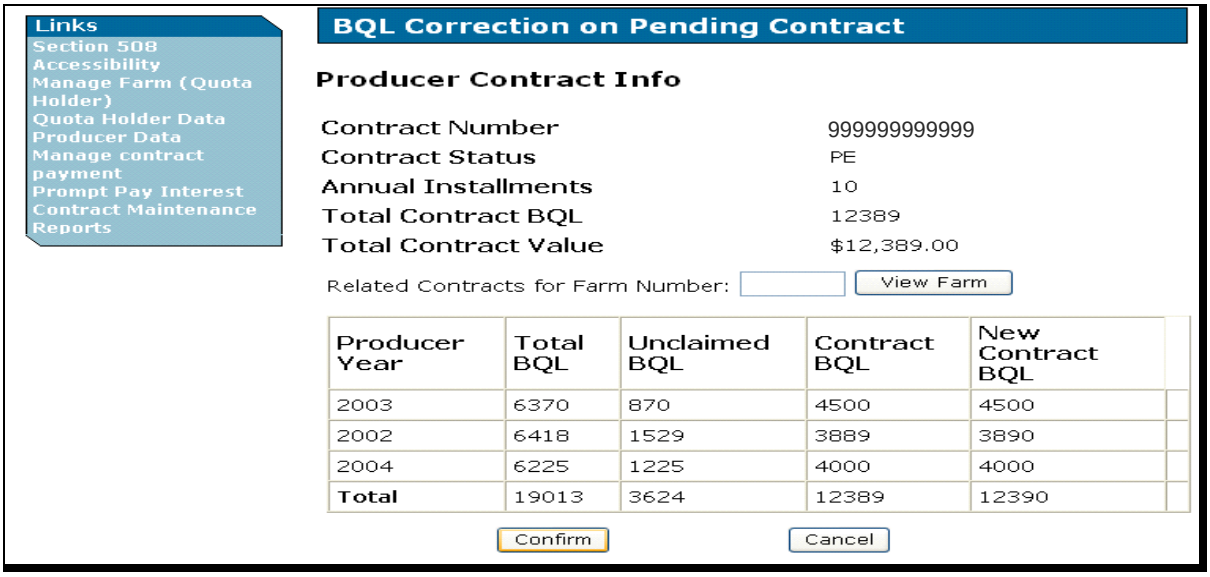
63 Processing BQL Corrections (Continued)

G Correction Process for a CCC-956 in PE Status (Continued)

The following is an example of the Producer Contract Info Screen when a producer's CCC-955/CCC-956 in PE status ready for BQL adjustments. After adjustments are made, CLICK "**Submit**".



The following is an example of the Producer Contract Info Screen that will be redisplayed. To update the database, CLICK "**Confirm**".



63 Processing BQL Corrections (Continued)

G Correction Process for a CCC-956 in PE Status (Continued)

The following is an example of the BQL Correction Update Successful Screen for CCC-955/CCC-956 in PE status. CCC-955/CCC-956 will remain in PE status until the user obtains all the required signatures and updates CCC-955/CCC-956 to CP or AP status.

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.

64 Processing TIN Corrections

A Overview

It is important to understand how the TTPP software will process CCC-955/CCC-956's requiring TIN changes. If it has been determined CCC-955/CCC-956 was erroneously paid because of an incorrect TIN, the user will have the ability to access CCC-955/CCC-956's in AP or DI status and modify the associated TIN. This correction process works the same on both CCC-955's and CCC-956's.

The TIN change process works very similar to the BQL change process. Once the TIN change has been submitted and confirmed, the TTPP software will cancel the original CCC-955/CCC-956 and create a replacement CCC-955/CCC-956's with the new TIN.

Both the original and resulting CCC-955/CCC-956's will be displayed on the Tax ID Changed Successful Screen. If there is an outstanding obligation on the original CCC-955/CCC-956, the original CCC-955/CCC-956 will be in CO status and the resulting CCC-955/CCC-956 will be in PO status. If there is **not** an outstanding obligation, the original CCC-955/CCC-956 will be in CL status and the resulting CCC-955/CCC-956 will be in PE status.

Notes: Changes to CCC-955/CCC-956 TIN's **require** replacement CCC-955/CCC-956's to be printed and signed by CCC-955/CCC-956 holders **before** CCC-955/CCC-956 can be approved. New CCC-960's will be generated when CCC-955/CCC-956's are approved. County Offices **shall** note the original CCC-955/CCC-956 number on the new CCC-960's.

--**If the SCIMS data involves a resolved record, a corrective software script will be required to update CCC-955/CCC-956 by submitting a remedy ticket through ITS-TSD.**--

64 Processing TIN Corrections (Continued)

B CCC-955/CCC-956 Statuses for TIN Modifications

--**Only "**paid**" or fully obligated CCC-955/CCC-956's in AP or DI, or resulting**--
CCC-955/CCC-956's in PE status, can be modified.

If CCC-955/CCC-956 has been placed in DI status, suspending the current year payment, the TIN change can be made while CCC-955/CCC-956 remains in DI status. If the original CCC-955/CCC-956 is taken out of DI status, ensure that either of the following has taken place:

- TIN is modified **before** the next payment cycle
- original CCC-955/CCC-956 is placed back in DI status.

If either of these steps does **not** take place, the original approved CCC-955/CCC-956 will be selected for payment **before** the replacement CCC-955/CCC-956 is generated. If the payment request has been generated and sent to NPS with an incorrect TIN, the user will be required to cancel the payment request through the "Manage Contract Payment" function (paragraph 67) **before** TIN can be modified.

Note: CCC-955/CCC-956's in SI status are permanently **locked**.

C Appeal Rights

Appeal rights on CCC-960's will be blank, allowing the selection of the appropriate indicator. If TIN was changed because of an **incorrect TIN** being attached to an unsold, paid CCC-955/CCC-956 resulting in a payment to the **correct party**, the appeal flag should be set to "**n/a**" indicating that appeal rights have already been exhausted.

64 Processing TIN Corrections (Continued)

D Modifications to CCC-955/CCC-956's in PE Status

Users will have the ability to access and modify CCC-955/CCC-956's in PE status resulting from TIN changes of original CCC-955/CCC-956's. Numerous changes to TIN's or BQL's of resulting CCC-955/CCC-956's in PE status are allowed. Once CCC-955/CCC-956 is moved into CP or AP status, the TTPP software **will not allow** a status change back to PE status.

Note: If a BQL change is also required on CCC-955/CCC-956 with an incorrect TIN, TIN should be modified **before** BQL is changed on the resulting CCC-955/CCC-956 in PE status.

E Overpayment (Receivable) Processing

Once CCC-955/CCC-956 with a modified TIN is updated to AP status, the TTPP software will determine which CCC-955/CCC-956's require overpayment (receivable) processing. If the TTPP software paid CCC-955/CCC-956 with an incorrect TIN and a correct party, the TTPP software will **not** create an overpayment (receivable) transaction against the original TIN.

For modification of BQL's on CCC-955/CCC-956's in PE status resulting from TIN changes, the TTPP software will determine which CCC-955/CCC-956's require overpayment (receivable) or underpayment processing. If the original CCC-955/CCC-956 payment was received by the correct party, the TTPP software will create an overpayment (receivable) or underpayment transaction based on the BQL modification to CCC-955/CCC-956.

Note: To ensure the proper handling of overpayments (receivables) and the establishment of ***--**receivables, see 64-FI.**--***

64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

CCC-955/CCC-956's to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in AP or DI status
- **cannot** have CCC-959's against CCC-955/CCC-956.

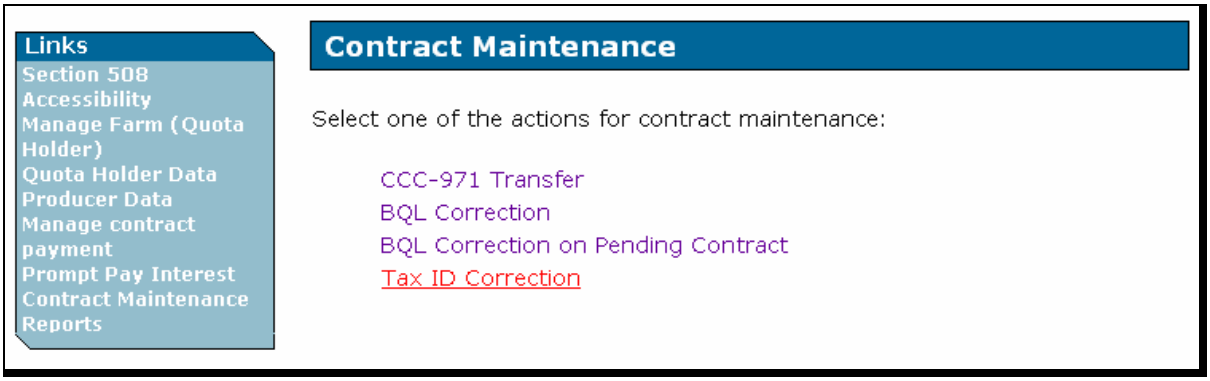
Note: Because CCC-959's are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Action
1	Notify assignors and assignees that: • CCC-959's are CCC-955/CCC-956 **specific** • CCC-955/CCC-956's with the current CCC-959 is being corrected and canceled • a replacement CCC-955/CCC-956 will be issued • the assignors and assignees are responsible for executing CCC-959 for the replacement CCC-955/CCC-956 **before** the next payment disbursement.
2	Cancel CCC-959 attached to CCC-955/CCC-956 to be corrected.
3	Access the TTPP software and modify CCC-955/CCC-956's TIN according to procedures outlined in this paragraph, thereby canceling the original CCC-955/CCC-956 and creating a replacement CCC-955/CCC-956.
4	Obtain a new CCC-959 for the resulting CCC-955/CCC-956.
5	Enter the new CCC-959 against the resulting CCC-955/CCC-956 in Financial Services.

64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

The following is an example of the Contract Maintenance Screen.



From the Contract Maintenance Screen, users can take the following actions:

- correct CCC-955/CCC-956 BQL
- correct BQL of a resulting TIN correction CCC-955/CCC-956's in PE status
- correct TIN attached to CCC-955/CCC-956 that has been paid or PE status.

Note: TIN's can be modified numerous times as long as the resulting CCC-955/CCC-956 is in PE status.

Once the obligations batch process runs, the resulting CCC-955/CCC-956 will remain in PE status until the user updates CCC-955/CCC-956's to CP or AP status.

Note: Once CCC-955/CCC-956's move out of PE status, the TTPP software **will not allow** a status change back to PE status.

On Contract Maintenance Screen, CLICK "**Tax ID Correction**" to begin the TIN correction process.

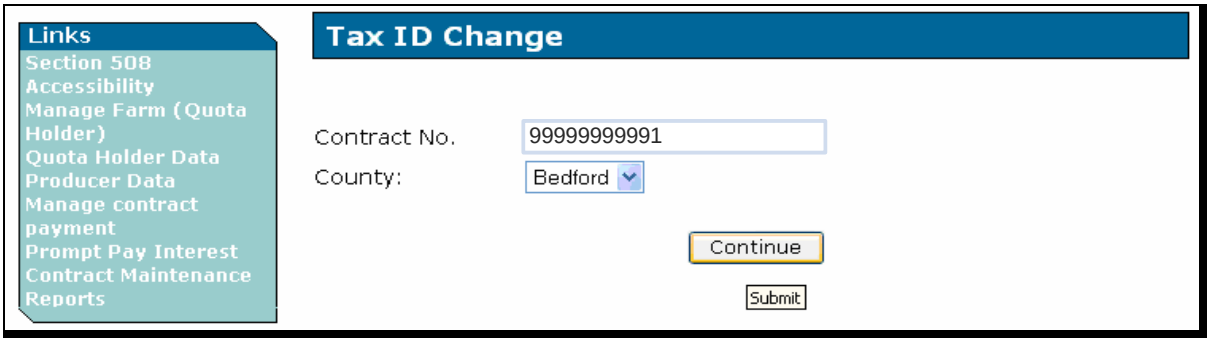
64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

From Contract Maintenance Screen, when users CLICK "**Tax ID Correction**", the following Tax ID Change Screen will be displayed. Enter CCC-955/CCC-956 number to be modified.

Note: Combined counties are required to select the county in which CCC-955/CCC-956 resides.

The following is an example of CCC-955/CCC-956 where TIN was incorrect in SCIMS. The incorrect TIN was attached to an original CCC-955/CCC-956 and updated to AP status, resulting in the TTPP payment being disbursed to the correct party, but with the wrong TIN. After entering the unsold, paid CCC-955/CCC-956 number to be modified and selecting county, as applicable, CLICK "**Continue**".



64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

The following are possible error messages:

- "Valid Contract Number is required"
- "No Contract data found for contract number: XXXXX"
- "This Contract has been sold"
- "Contract status is **not** in AP or DI"
- "This contract is in Pending status"

  Note: CCC-955/CCC-956 is **not** a resulting CCC-955/CCC-956 from TIN or BQL change.

- "No payment made for contract XXXXX"
- "Overpayment is unprocessed or payment is **not** signed in NPS"
- "There are assignments, claims, or receivables against the contract"
- "The payment was **not** found for contract XXXXX"
- "The Overpayment was **not** found for contract XXXXX"
- "FES indicates Assignment on contract XXXXX"
- "FES indicates Claim on contract XXXXX"
- "FES indicates Receivable on contract XXXXX".

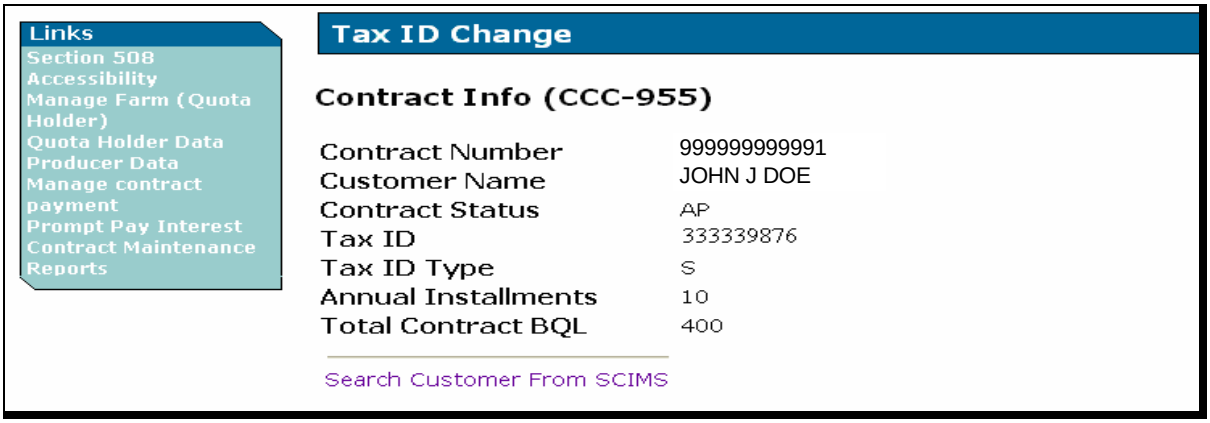
64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

The following is an example of the Tax ID Change Screen displaying the results of the search. The CCC-955/CCC-956 shows:

- "Customer Name" as John J Doe (the correct entity)
- "TIN" of 333339876 (the incorrect TIN; should be 333339**67**).

Note: When this TIN was loaded into SCIMS, the last 2 digits were transposed resulting in the payment being disbursed to the correct person, but the incorrect TIN.



CLICK "**Search Customer From SCIMS**" to access SCIMS and search for the correct TIN.

The following are possible error messages:

- "Customer is inactive"
- "Tax ID is required or incorrect"
- "No legacy data found from SCIMS"
- "Tax ID and type of new contract **must** come from the same state and county of the original contract".

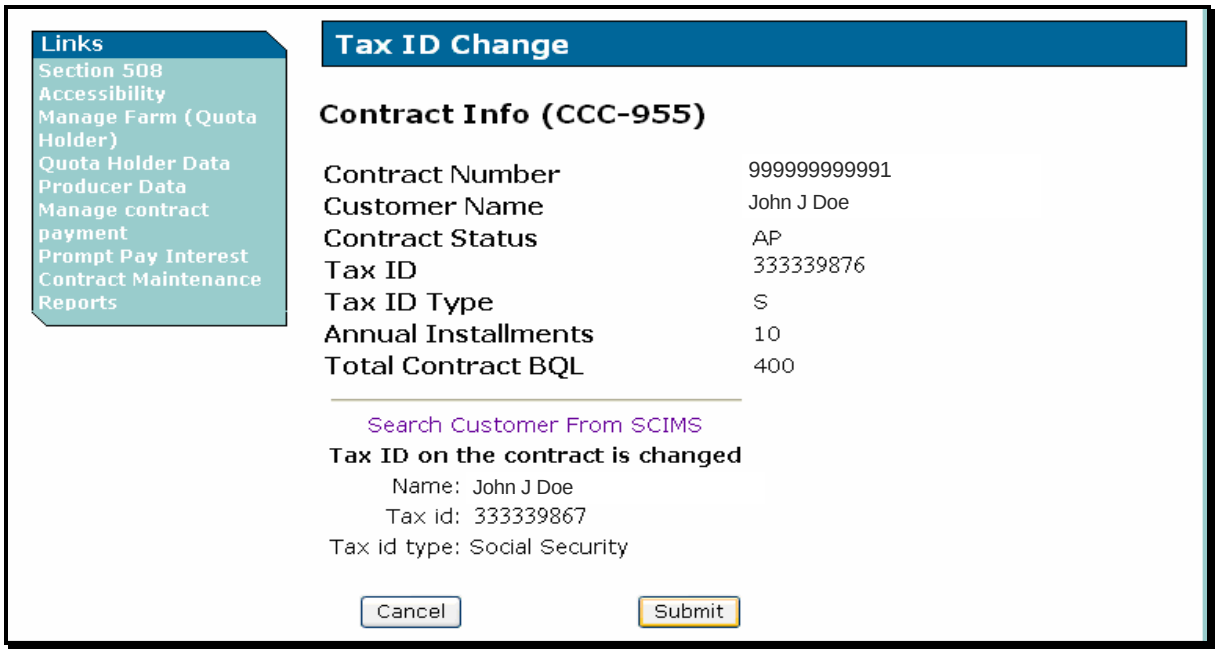
64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

The Tax ID Change Screen will be displayed as follows, after:

- SCIMS had been updated with the correct TIN
- users CLICK "**Search Customer From SCIMS**".

Note: The last 2 digits of TIN have been corrected as displayed on the lower portion of the screen.



CLICK "**Submit**" to cancel original CCC-955/CCC-956 "999999999991", and issue a resulting CCC-955/CCC-956 in AO status.

Note: To cancel the transaction, CLICK "**Cancel**". The Contract Maintenance Screen will be displayed.

64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

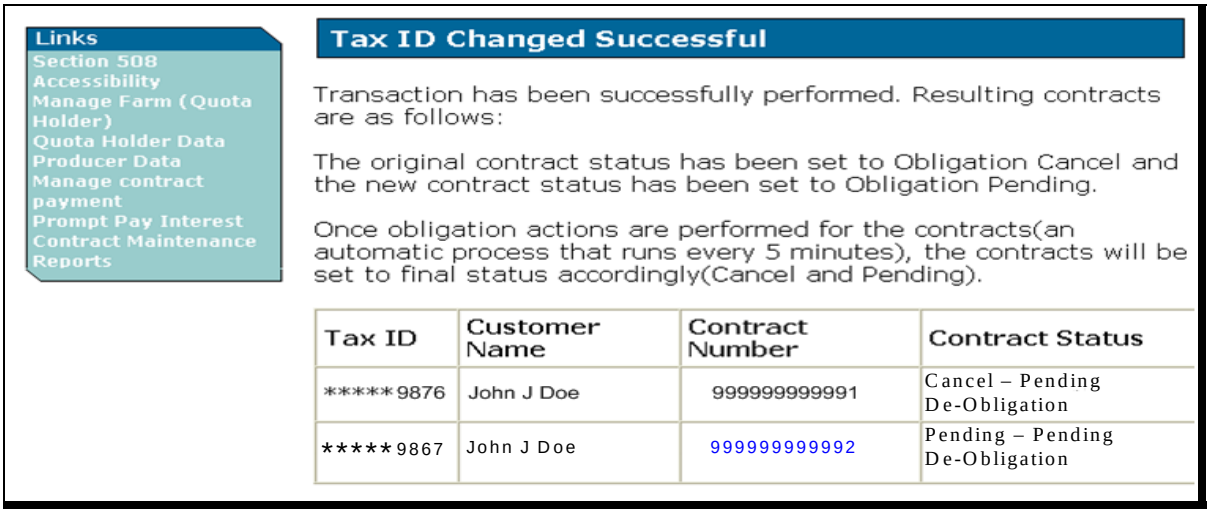
As displayed on the following screen, if there is an outstanding obligation on the original CCC-955/CCC-956, the original CCC-955/CCC-956 will be in CO status and the resulting CCC-955/CCC-956 will be in PO status.

The following message will be displayed for TIN changes with outstanding obligations:

> "The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to the final status accordingly (Cancel or Pending)."

If there is **not** an outstanding obligation the original CCC-955/CCC-956 will be in CL status, the resulting CCC-955/CCC-956 will be in PE status, and **no** obligation message will be displayed.

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Notes: Once a resulting CCC-955/CCC-956 is updated to PE status by the obligations batch process, additional changes are allowed to TIN or BQL. It is advisable to ensure that TIN is correct **before** making any BQL changes.

Once CCC-955/CCC-956 is moved into PC or AP status, the TTPP software **will not allow** a status change back to PE status.

64 Processing TIN Corrections (Continued)

E Overpayment (Receivable) Processing (Continued)

The following is an example of the View Contract – Results Screen displaying the resulting CCC-955/CCC-956 is in PO status. The following message will be displayed:

> "The Tax Id change process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the TTPP software. Once the Obligations have been created, the contract will be moved to Pending status by the TTPP software. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract".

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.

Once the obligation batch process runs the user will be able to modify BQL, if required, or change TIN again **without** creating a replacement CCC-955/CCC-956.

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Message: The Tax Id change process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the system. Once the Obligations have been created, the contract will be moved to Pending status by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract.

Form Number	CCC-955
Contract Number	999999999999
Contract Status	Pending – Pending De-Obligation
CCC-960 Status	Not applicable
Annual Installments	9
State FSA Code	37
County FSA Code	107
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	20
Total Contract Value	$140.00

Contract Origination	
Tax ID	*****9999
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	9999999999

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0009999	12136	333
Total		333

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2006	○	○	◉
2007	○	○	◉

View PDF

64 Processing TIN Corrections (Continued)

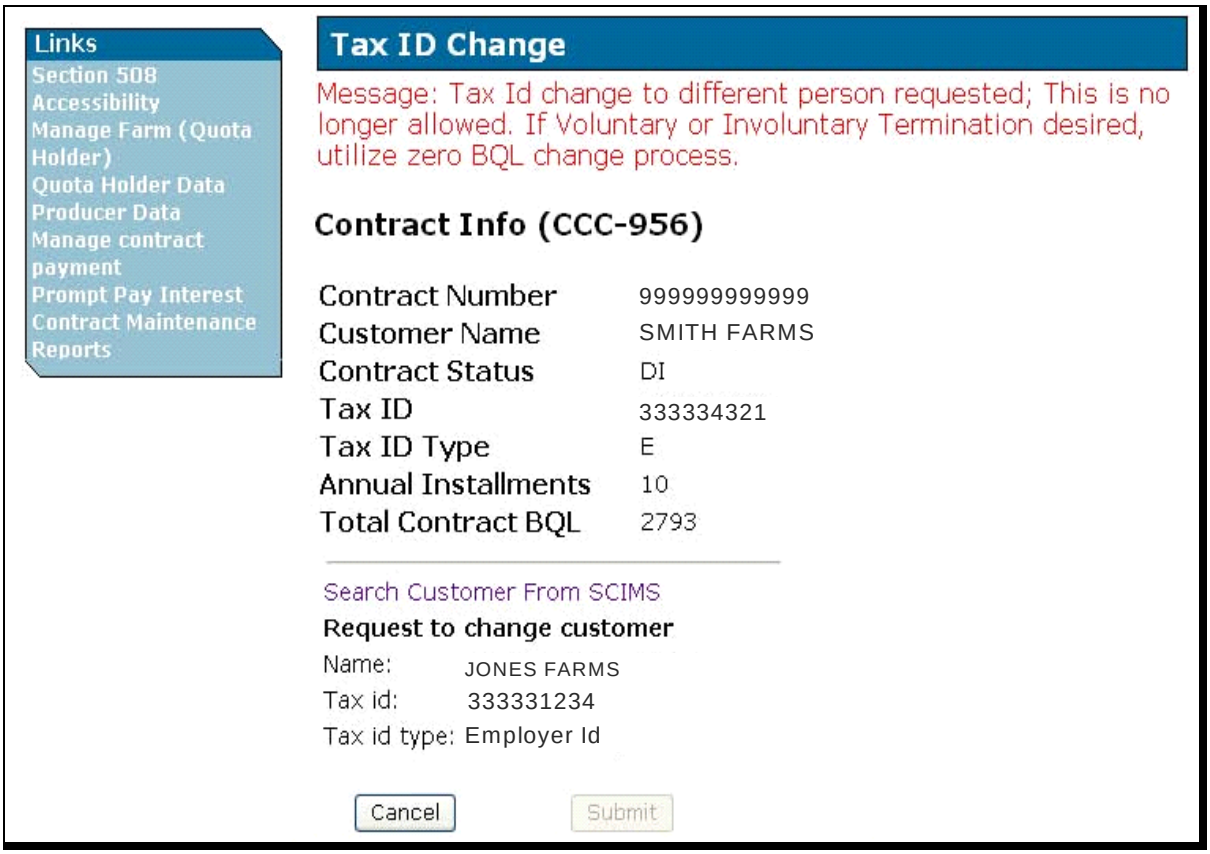
E Overpayment (Receivable) Processing (Continued)

Follow subparagraph 22 D for obtaining the appropriate signatures and updating CCC-955/CCC-956 and CCC-960. Once CCC-955/CCC-956 has been moved into CP or AP status, users will **not** be allowed to modify CCC-955/CCC-956.

64 Processing TIN Corrections (Continued)

F TIN Correction for a Paid CCC-955/CCC-956 With an Incorrect Party

The following is an example of the Tax ID Change Screen after the user clicked "**Search Customer From SCIMS**" and selected the new party. An error message will be displayed, "Message: Tax Id change to a different person requested; This is no longer allowed. If Voluntary or Involuntary Termination desired, utilize zero BQL change process." Users **must** CLICK "**Cancel**".



65 Automated CCC-971 Process

A Accessing CCC-971 Process

To access the CCC-971 process; from the TTPP Homepage, under Links, CLICK "**Contract Maintenance**". The following is an example of the Contract Maintenance Screen. CLICK "**CCC-971 Transfer**" to begin the CCC-971 process.

B Selecting CCC-955/CCC-956 to Transfer

The following is an example of the CCC-971 Transfer Screen. Enter CCC-955/CCC-956 number to be transferred, from the Transfer Reason drop-down menu select the transfer
*--reason, enter the transfer effective date, and CLICK "**Submit**". TTPP will evaluate CCC-955/CCC-956 and CCC-955/CCC-956 owner to determine whether CCC-971 can be processed for the existing CCC-955/CCC-956.

County Offices shall ensure that the following are correct **before** users CLICK "**Submit**":

- CCC-955/CCC-956 number
- CCC-971 transfer reason
- transfer date does not exceed current date.--*

65 Automated CCC-971 Process (Continued)

B Selecting CCC-955/CCC-956 to Transfer (Continued)

***--Note:** The effective date for reason of death shall be the actual date of death recorded on the death certificate.

On the CCC-971 Transfer Validation Screen, if a canceled payment has been rescinded, the user must:

- enter the receivable ID and receivable paid date
- answer the question of whether equitable relief was granted according to subparagraph D.

If the receivable has **not** been paid in full and equitable relief has **not** been requested, the CCC-971 transfer process will **not** be allowed.**--***

C Error Messages

This table lists all error messages and a description of the error that may be displayed on the CCC-971 Transfer Screen.

Note: CCC-955/CCC-956 family is defined as the original CCC-955/CCC-956 and all subsequent CCC-955/CCC-956's created as a result of CCC-955/CCC-956 maintenance actions taken on the original CCC-955/CCC-956 and any resulting CCC-955/CCC-956.

Error Message	Description
Valid Contract # is required.	CCC-955/CCC-956 number entered does **not** exist in the TTPP software.
If the Transfer Reason is Dissolved Entity, the contract owner **must not** be an individual.	CCC-955/CCC-956 owner is **not** an individual.
If the Transfer Reason is Reason of Death, the contract owner **must not** be an entity.	CCC-955/CCC-956 owner is **not** an entity.
***--**The signed YYYY payment with assigned date of MM/DD/YYYY occurred after the effective date. Please cancel this payment.	CCC-971 transfer will **not** be allowed until the payment is canceled and refunded.
Please enter all receivable information from NRRS related to the YYYY payment below.	CCC-971 transfer will **not** be allowed until the correct receivable ID is entered.
This contract has been granted equitable relief and thus locked. Please contact Price Support Division [PH: (202) 720-7901 FAX: (202) 690-3307] for more information on how to proceed.	CCC-971 transfer will **not** be allowed. PSD must approve all authorizations to allow for transfers for contracts that have been granted relief.**--***
No contract data found for Contract Number 999999999.	CCC-955/CCC-956 number **cannot** be found in the TTPP software.
This contract has been sold. The contract **must** be in Approved or In Dispute Status to perform a 971 transfer.	CCC-955/CCC-956 status is SI.
Contract is **not** in Approved or Dispute Status. The contract **must** be in either approved or Dispute status to perform a 971 Transfer.	CCC-955/CCC-956 status is **not** AP, DI, or SI.

65 Automated CCC-971 Process (Continued)

C Error Messages (Continued)

Error Message	Description
Invalid Annual Installments on Contract.	CCC-971 transfer will **not** be allowed on CCC-955/CCC-956 with fewer installments than there are years remaining in the TTPP software.
Contract Owner **not** found in SCIMS.	SCIMS record does **not** exist for the CCC-955/CCC-956 owner.
Contract Owner is Inactive in SCIMS.	CCC-955/CCC-956 owner's record in SCIMS is inactive.
No address found in SCIMS for state and county of the contract.	CCC-955/CCC-956 owner does **not** have a record in SCIMS for CCC-955/CCC-956 State and county or the county link is inactive.
Current Tax ID *****9999 in SCIMS does **not** match the Tax ID *****9999 on the Contract.	CCC-955/CCC-956 owner's TIN in SCIMS does **not** match TIN on CCC-955/CCC-956 in the TTPP software.
Contract Owner Tax ID *****9999 has an Assignment on the Contract.	An assignment has been entered in Financial Services for CCC-955/CCC-956.
Contract Owner Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Other Agency Debt.	Another agency debt has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for the CCC-955/CCC-956 owner.
Entity Member Tax ID *****9999 has an Assignment on the Contract.	Assignment has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Other Agency Debt.	Another agency debt has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Contract is **not** fully paid in Year YYYY.	CCC-955/CCC-956 family has been paid in the year, but has **not** been paid in full.
Contract requires payment in Year YYYY.	CCC-955/CCC-956 family has **not** been paid any amount for the year indicated.

65 Automated CCC-971 Process (Continued)

C Error Messages (Continued)

Error Message	Description
10 Year Contracts require at least one payment if the 971 Reason is **not** Death of Existing Contract Holder.	No payments have been made to CCC-955/CCC-956 family, CCC-955/CCC-956 is for 10 years, and the Transfer Reason is **not**, "Reason of Death".
Contract has a payment discrepancy in Year YYYY based on the Contract Owner's Subsidiary Eligibility.	In a given year, the payment amount percentage to the CCC-955/CCC-956 family does **not** equal the percent eligible based on subsidiary eligibility (such as all members are **not** eligible; if paid 40 percent of annual value than 40 percent of member ownership **must** be eligible) for that year. The error message will be displayed for each year there is a payment discrepancy.
Contract Owner has a Subsidiary Eligibility violation in YYYY and 971 reason is **not** Death of Existing Contract Holder.	CCC-955/CCC-956 family is **not** fully paid in the year, the Transfer Reason is **not**, "Death of Holder", and the CCC-955/CCC-956 owner has a subsidiary eligibility violation in that year.
10 Year Contracts require at least one payment if the 971 Reason is **not** Death of Existing Contract Holder and the Contract Owner passes Subsidiary Eligibility.	No payments have been made to CCC-955/CCC-956, CCC-955/CCC-956 is for 10 years, the Transfer Reason is **not**, "Death of Holder", and CCC-955/CCC-956 owner passes full subsidiary eligibility for 2005.

*--D Entering Receivable Information

County Offices must:

- enter the receivable ID and receivable paid date on the CCC-971 Transfer Validation Screen if a payment issued after the effective transfer date was canceled
- answer the equitable relief question as follows.

IF equitable relief was…	THEN the user will select…
either of the following: • **not** requested • **not** granted	"No" and CLICK "Submit" to complete the CCC-971 transfer process and select the beneficiaries.
Granted	"Yes" and CLICK "Submit". The message, "This contract has been granted equitable relief and thus locked.", will be displayed.

--*

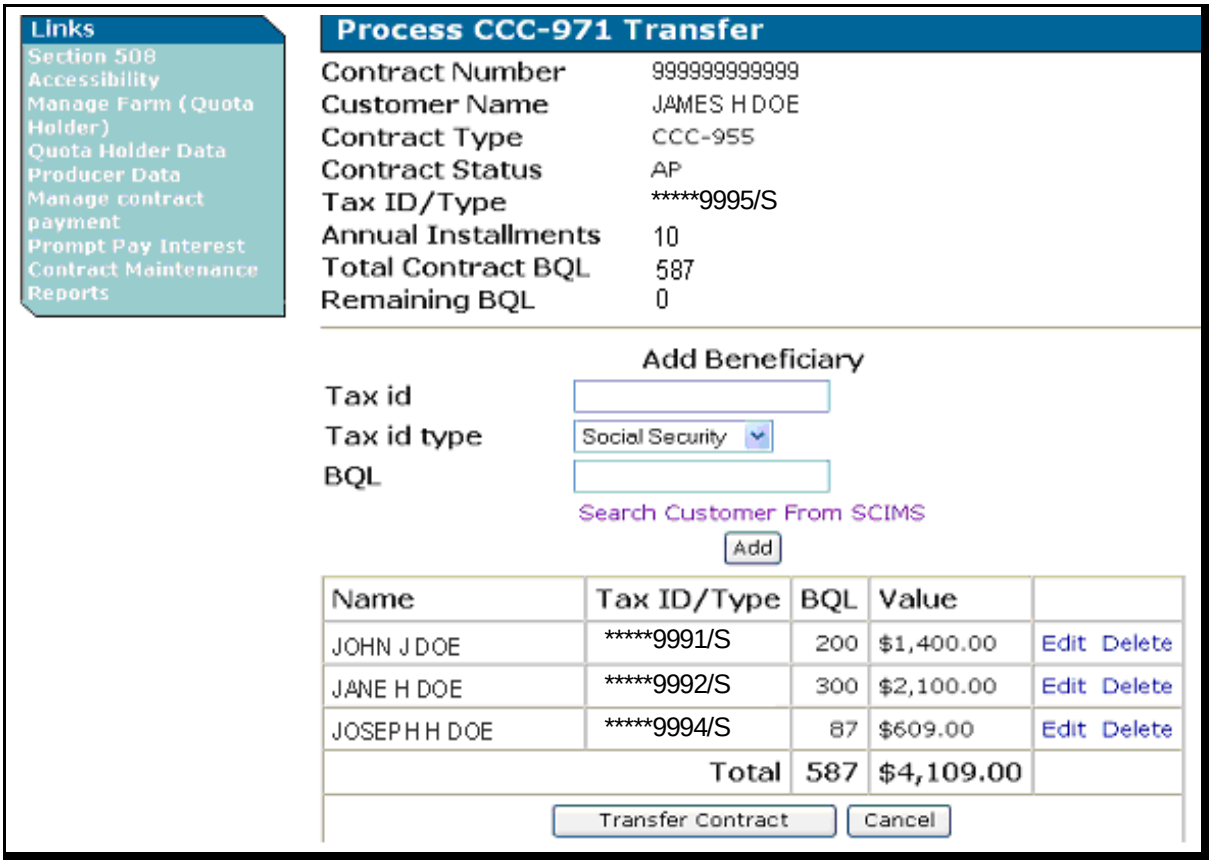
65 Automated CCC-971 Process (Continued)

E Adding Beneficiaries

The following is an example of the Process CCC-971 Transfer Screen. On the Process CCC-971 Transfer Screen, County Offices will:

- add CCC-971 beneficiary information
- add new CCC-955/CCC-956 entity TIN's and BQL shares, 1 entity at a time, until all resulting CCC-955/CCC-956 beneficiaries have been added
- ensure that the total transferred BQL equals the original CCC-955/CCC-956 BQL.

If CCC-955/CCC-956 owner is a joint venture or general partnership and the Transfer Reason is, "Dissolved Entity", the beneficiary information displayed will default to the ownership percentage defined for the entity in AGI.



65 Automated CCC-971 Process (Continued)

E Adding Beneficiaries (Continued)

Notes: Error messages that may be displayed are detailed in subparagraph C.

As beneficiary information is added, it will appear in the CCC-955/CCC-956 summary table at the bottom of the screen. Before users CLICK "**Transfer Contract**", the County Offices shall **ensure** that the:

- ***--**number of CCC-955/CCC-956 annual installments being transferred are**--*** correct

- total transferred BQL equals the original CCC-955/CCC-956 BQL

- Name, TIN/Type, BQL, and Value fields are correct for **each** beneficiary according to CCC-971 documentation.

  Note: If a CCC-955/CCC-956 payment has been returned, it **must** be canceled **before** entering CCC-971. If any incorrect outstanding payments are **not** canceled, the resulting CCC-955/CCC-956's will be for the **incorrect** number of years.

County Offices will have the ability to edit or delete beneficiary detail until users CLICK "**Transfer Contract**" and TTPP is updated. TTPP will determine whether the beneficiary and BQL information entered is complete and accurate based on TTPP requirements. TTPP will return an error, if needed.

65 Automated CCC-971 Process (Continued)

E Adding Beneficiaries (Continued)

This table lists all error messages and a description of the error that may be displayed when, for beneficiary information on the Process CCC-971 Transfer Screen, users select CCC-955/CCC-956 and CLICK "**Transfer Contract**".

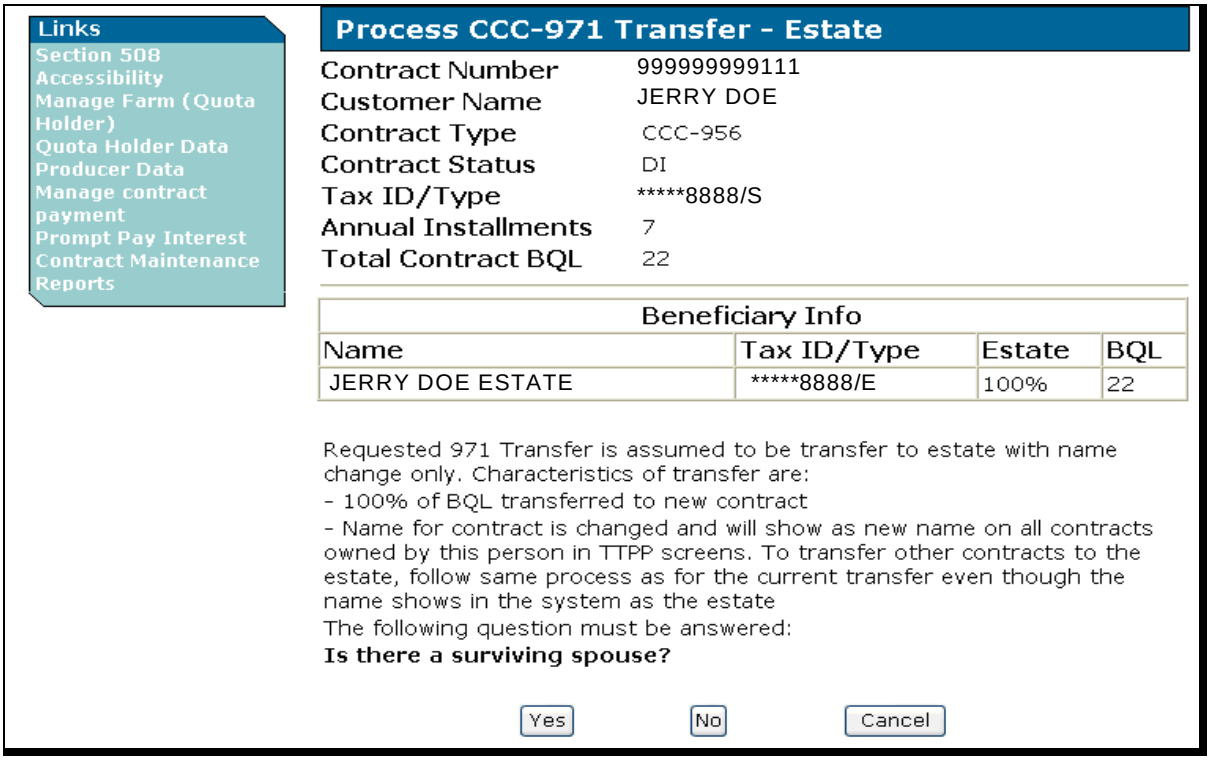
Error Message	Description
No customer was found in SCIMS for the given tax ID and ID type.	SCIMS record does **not** exist for the beneficiary.
Tax ID and type of new contract **must** come from the same State and county of the original contract.	Beneficiary does **not** have a record in SCIMS for State and county of CCC-955/CCC-956 or the address link is inactive.
Beneficiary already exists in beneficiary list.	Beneficiary has already been added and **cannot** be added again.
Valid tax ID needed.	TIN entered does **not** exist in SCIMS.
Valid BQL value is needed.	BQL for the beneficiary has **not** been entered.
BQL values can't be negative.	BQL entered for the beneficiary is a negative amount.
Remaining BQL is less than 0, please correct beneficiaries BQL value.	Total BQL entered to be transferred is greater than the remaining BQL.
No beneficiaries are defined, contract can't be transferred.	No beneficiaries have been entered.
Can't create more than 1 new 971 contracts on the same existing contract owner.	The same beneficiary has been entered more than once.
Transfer BQL can **not** be less than 0.	Total BQL to be transferred **cannot** be negative.
Does **not** sum to original BQL.	The sum of all BQL's entered for the beneficiaries do **not** equal CCC-955/CCC-956 BQL being transferred.
Cannot perform 971 to same tax ID if tax ID type **not** "S".	Only 1 beneficiary was entered, the beneficiary has the same TIN as CCC-955/CCC-956 holder and the tax ID type of CCC-955/CCC-956 holder is **not** "S".
Transfer to same tax ID can only be done to estate; SCIMS does **not** have Bus type as 06 (Estate).	The single beneficiary entered has the same TIN as CCC-955/CCC-956 holder, but does **not** have a SCIMS business type of 06 (Estate).
Requested transfer is to different SCIMS record, but same tax ID; if same person merge SCIMS records; if **not**, follow SCIMS policy to correct duplicate SSN situations.	There are 2 SCIMS records with the same TIN. The potential duplicate records **must** be resolved **before** completing the transfer.
Transfer to estate with same tax ID is only allowed for reason of death.	Transfer to an estate with the same TIN can only be completed if the Transfer Reason is "Reason of Death".

65 Automated CCC-971 Process (Continued)

E Adding Beneficiaries (Continued)

The following is an example of the Process CCC-971 Transfer Screen when only 1 beneficiary was entered in the Add Beneficiary Screen and the beneficiary had the same TIN as CCC-955/CCC-956 holder. On this screen, County Offices **must** review the message and confirm there is **not** a surviving spouse.

IF…	THEN the…
there is a surviving spouse	user **must** CLICK "**Yes**." The following message will be displayed, "**Contract cannot be transferred to estate if surviving spouse exists**", the transfer will be canceled and the CCC-971 Transfer Screen will be displayed.
users CLICK "**Cancel**"	transfer will be canceled and the CCC-971 Transfer Screen will be displayed.
users CLICK "**No**"	Process CCC-971 Transfer Dissolved Entity Screen will be displayed for the user to confirm the transfer.



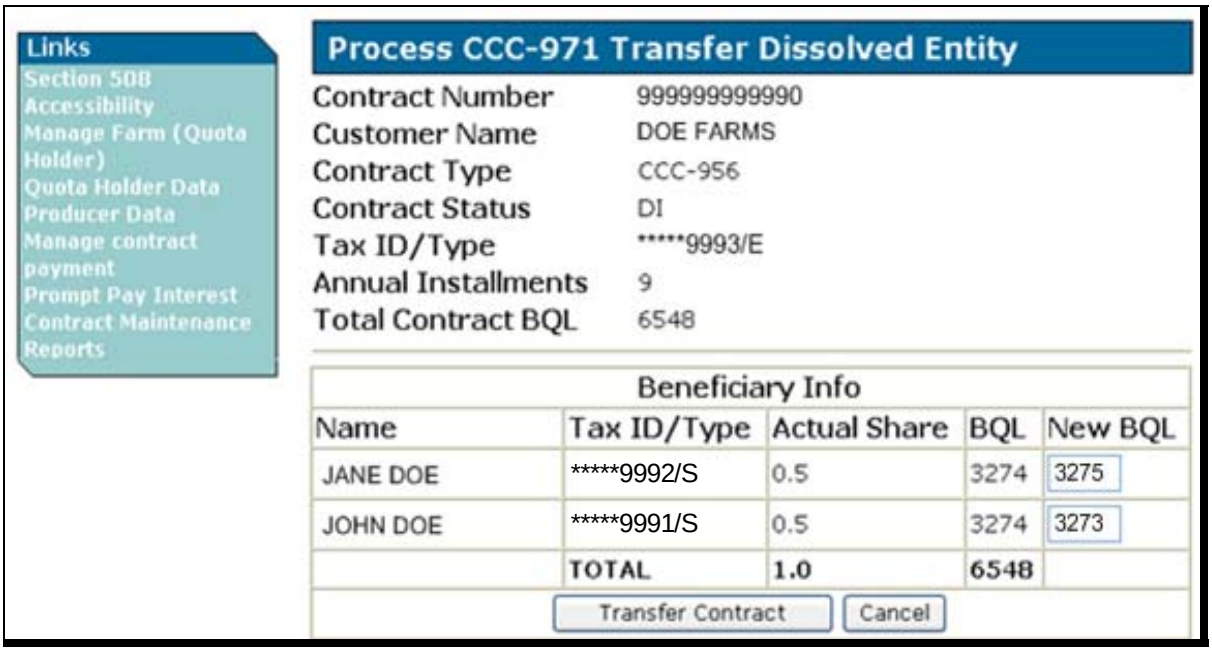
65 Automated CCC-971 Process (Continued)

E Adding Beneficiaries (Continued)

The following is an example of the Process CCC-971 Transfer Screen when CCC-955/CCC-956 owner being transferred is a joint venture or general partnership and the Transfer Reason is, "**Dissolved Entity**". The Beneficiary Info displayed will default to the ownership percentage defined for the entity AGI. County Offices will:

- only be able to increase or decrease BQL amount for each beneficiary by one BQL
- **not** be able to edit any other beneficiary information.

TTPP will be updated when the users click "**Transfer Contract**." To cancel CCC-971, users CLICK "**Cancel**."



Note: If users increase or decrease a beneficiary's BQL by more than 1, the following message will be displayed, "Message: BQL value can only be adjusted by 1."

65 Automated CCC-971 Process (Continued)

F Process CCC-971 Transferred Successful Screen

The following is an example of the Process CCC-971 Transferred Successful Screen when the original CCC-955/CCC-956 has an outstanding obligation. Both the original and resulting CCC-955/CCC-956's are displayed in PO status.

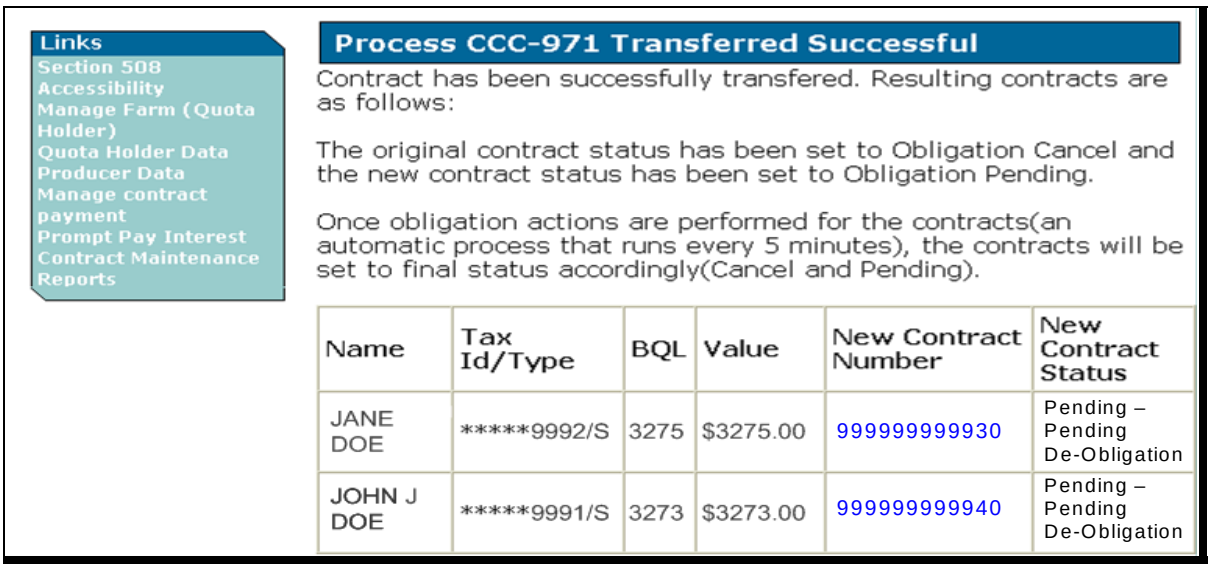
When the:

- original CCC-955/CCC-956 does **not** have an outstanding obligation, only the resulting CCC-955/CCC-956 will be displayed (in PE status)

  Note: The obligations message will **not** be displayed.

- total BQL equals the original CCC-955/CCC-956 BQL and the original CCC-955/CCC-956 has **no** outstanding obligations, the message, "Contract Number has been successfully transferred and is in canceled status. Resulting contracts are as follows:", will be displayed.

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status
JANE DOE	*****9992/S	3275	$3275.00	999999999930	Pending – Pending De-Obligation
JOHN J DOE	*****9991/S	3273	$3273.00	999999999940	Pending – Pending De-Obligation

County Offices shall print the individual CCC-955/CCC-956's and follow subparagraph 22 D for obtaining all the appropriate signatures.

65 Automated CCC-971 Process (Continued)

G View Contract – Results Screen

The following is an example of the View Contract – Results Screen when the original CCC-955/CCC-956 has an outstanding obligation.

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.

Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Message: The 971 transfer process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the system. Once the Obligations have been created, the contract will be moved to Pending status by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract.

Form Number	CCC-956
Contract Number	999999999940
Contract Status	Pending – Pending De-Obligation
CCC-960 Status	Not applicable
Annual Installments	9
State FSA Code	37
County FSA Code	107
Farm Number	
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$1.00
Total Contract BQL	3273
Total Contract Value	$3273.00

Contract Origination	
Tax ID	***** 9991
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	9999999999

Tract Number	Tract Quota Pounds	Owner Quota Pounds
00009999	6548	3273
Total		3273

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2006	○	○	◉
2007	○	○	◉

View PDF

66 Processing CCC-955/CCC-956 Terminations and Cancellations

A Overview

It is **important** to understand how the TTPP software will process CCC-955/CCC-956's requiring IT's, VC's, and VT's:

- IT's and VT's will be created using BQL Correction software
- VC's will be entered using Quota Holder Data or Producer Data Maintenance software.

Note: Once CCC-955/CCC-956 has been voluntary/involuntary terminated or voluntarily canceled, the status **cannot** be changed. CCC-955/CCC-956's BQL's on:

- IT's or VT's **will** be available for future CCC-955/CCC-956's
- VC's will **not** be available for future CCC-955/CCC-956's.

If it is determined that CCC-955/CCC-956's were erroneously paid because of incorrect BQL's, users will continue to have the ability to access the approved CCC-955/CCC-956's and adjust BQL values.

When Quota Holder Data or Producer Data Maintenance is used to change CCC-955/CCC-956 to VC status, **all** future payments to CCC-955/CCC-956 will be **stopped**. Receivables will **not** be created for any past payments to CCC-955/CCC-956. Once CCC-955/CCC-956 owner voluntarily cancels CCC-955/CCC-956, they should **not** be allowed to sign up for the same BQL at a later date. If CCC-955/CCC-956 holder wants to voluntarily cancel their CCC-955/CCC-956 and return past payments, the Service Center user **must** use VT process.

Note: CCC-955/CCC-956 holder **must** request VC or VT, **in writing**. The County Office **must** attach the request to the original CCC-955/CCC-956.

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

B IT, VC, and VT Software

The IT, VC, and VT software:

- allows County Office users to modify BQL shares paid erroneously; generating an overpayment (receivable) or underpayment transaction for each year shares were paid

- does **not** allow BQL's to be manually reduced to zero to make them available for other CCC-955/CCC-956's (users **must** use IT's and VT's)

  Note: It is necessary to be able to identify and track CCC-955/CCC-956's that have been terminated at the request of CCC-955/CCC-956 owner or because of TTPP requirement violations.

- "**Cancel Contract**" option is used to manage owner requested cancellations and VC's.

  Note: "**Cancel Contract**" option deletes CCC-955/CCC-956 and renders it unavailable in search results. TTPP software has been modified to allow Service Center users to enter:

  - IT's using the Contract Maintenance, BQL Correction process

  - VC's using the Quota Holder Data or Producer Data Maintenance, Update Contract process.

  CCC-955/CCC-956's:

  - will be updated with IT, VC, or VT status and remain available in search results and reports

  - resulting from a CCC-971 transaction will **not** be allowed to change to zero BQL at this time; this will be addressed with a future modification.

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

C Misrepresentation, Scheme, or Device

If the County Office believes CCC-955/CCC-956 holder has misrepresented a fact affecting TTPP determination or adopted a scheme or device to defeat the purpose of TTPP, the County Office should use IT. The following table provides additional details.

Notes: When BQL changes for IT's or VT's are made and confirmed, TTPP will cancel the original CCC-955/CCC-956 and create a replacement CCC-955/CCC-956. Both the original and replacement CCC-955/CCC-956's will be displayed on the BQL Correction Update Successful Screen. The original CCC-955/CCC-956 will now be in CL status and the resulting CCC-955/CCC-956 will be in IT or VT status.

Action	Situation	CCC-955/ CCC-956 Status	Receivable
Voluntary Cancellation	CCC-955/CCC-956 holder does **not** want to receive any future payments and requests their CCC-955/CCC-956 be canceled.	VC	No overpayment requests will be created.
Voluntary Termination	CCC-955/CCC-956 holder does **not** want to receive any future payments and is returning all payments received.	VT	TTPP will create an overpayment request for each payment received by CCC-955/CCC-956 holder on CCC-955/CCC-956 being terminated.
Involuntary Termination	CCC-955/CCC-956 holder has: • erroneously represented a fact affecting a TTPP determination • adopted a scheme or device that tends to defeat the purpose of TTPP • made any fraudulent representations affecting a TTPP determination.	IT	TTPP will create an overpayment request for each payment received by CCC-955/CCC-956 holder on CCC-955/CCC-956 being terminated. All CCC-955/CCC-956's for CCC-955/CCC-956 holder will be terminated and all monies received **must** be refunded. CCC-955/CCC-956's in SI status will require the original CCC-955/CCC-956 holder to refund the entire CCC-955/CCC-956 value for **all** CCC-955/CCC-956's.

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

C Misrepresentation, Scheme, or Device (Continued)

No replacement CCC-955/CCC-956's will be printed or signed by CCC-955/CCC-956 holders. All appeal rights **must** have been exhausted **before** a termination being processed.

When CCC-955/CCC-956's are involuntarily terminated, County Offices **must** request approval from the State Office, in writing, **before** processing IT's. State Offices **must** notify PSD, in writing, of CCC-955/CCC-956 IT's.

D CCC-955/CCC-956 Status for IT's, VC's, and VT's

Only CCC-955/CCC-956's in AP or DI status can be terminated or canceled.

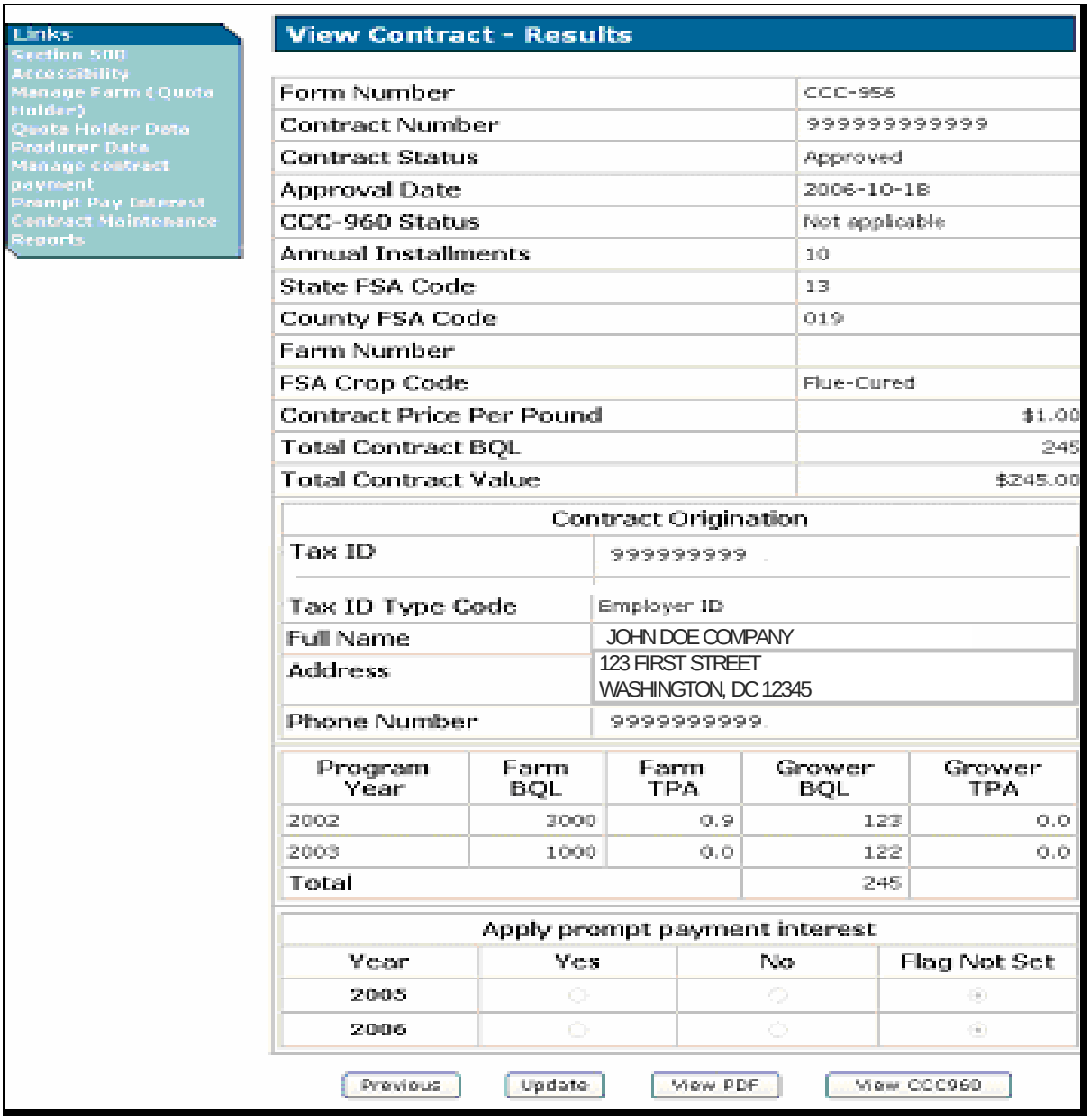
Note: CCC-955/CCC-956's in SI status are permanently **locked**.

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

E VC's

The following is an example of the View Contract - Results Screen. Service Center users may arrive at this screen from various screens depending on CCC-955/CCC-956 type and the search criteria selected. The following example is of a quota holder CCC-955. The same process and screens will allow the user to cancel a producer CCC-956.

To begin the VC process, CLICK "**Update**". The Update Contract Screen will be displayed.



Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage Contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Form Number	CCC-956
Contract Number	999999999999
Contract Status	Approved
Approval Date	2006-10-18
CCC-960 Status	Not applicable
Annual Installments	10
State FSA Code	13
County FSA Code	019
Farm Number	
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$1.00
Total Contract BQL	245
Total Contract Value	$245.00

Contract Origination

Tax ID	999999999
Tax ID Type Code	Employer ID
Full Name	JOHN DOE COMPANY
Address	123 FIRST STREET WASHINGTON, DC 12345
Phone Number	9999999999

Program Year	Farm BQL	Farm TPA	Grower BQL	Grower TPA
2002	3000	0.9	123	0.0
2003	1000	0.0	122	0.0
Total			245	

Apply prompt payment interest

Year	Yes	No	Flag Not Set
2003			
2006			

Previous Update View PDF View CCC960

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

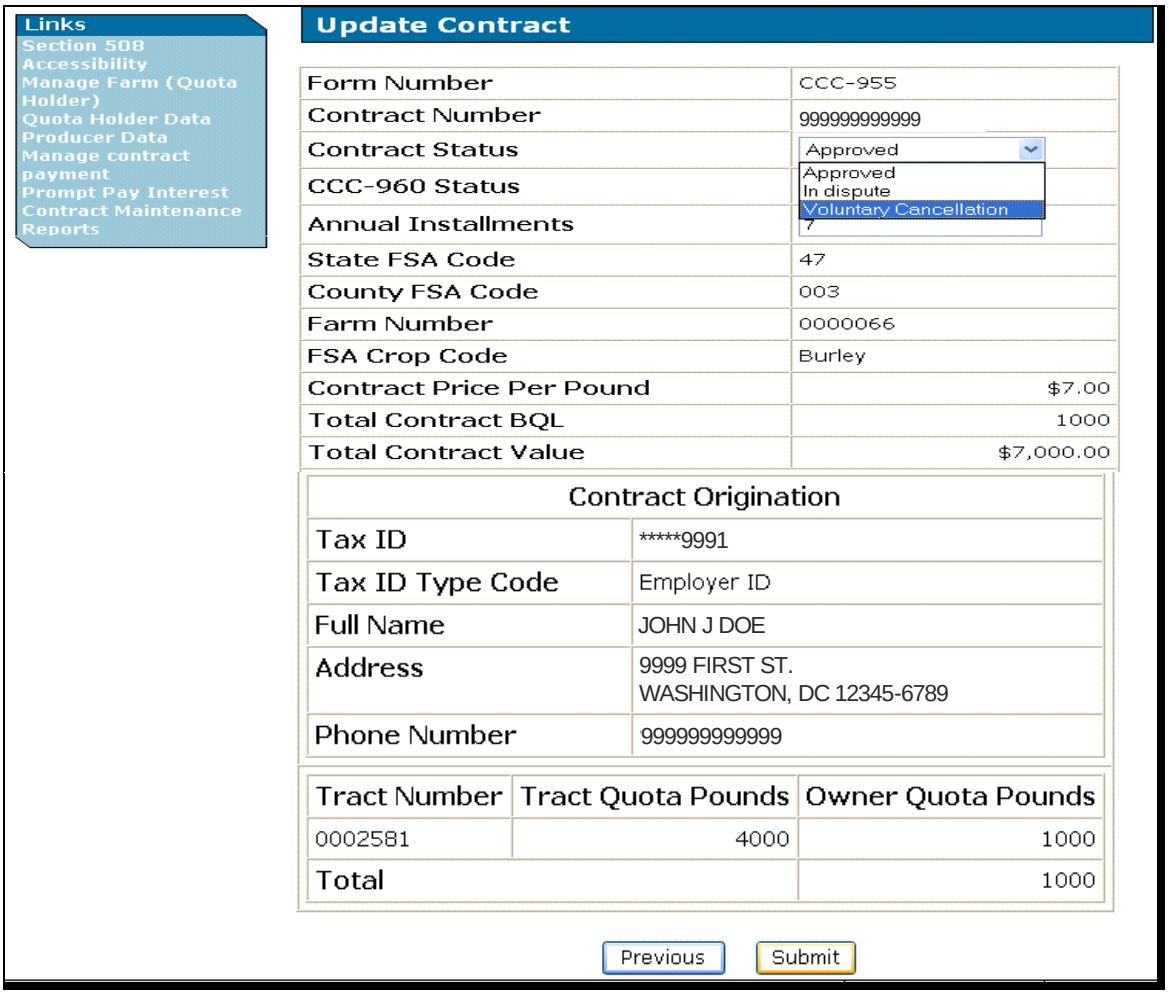
E VC's (Continued)

The following is an example of the Update Contract Screen. From the Contract Status drop-down menu, select "Voluntary Cancellation" and CLICK "**Submit**."

The TTPP software will update CCC-955/CCC-956 status to VC.

Note: BQL will **not** be available for future CCC-955/CCC-956's. TTPP will **not** create receivables for any payments on CCC-955/CCC-956.

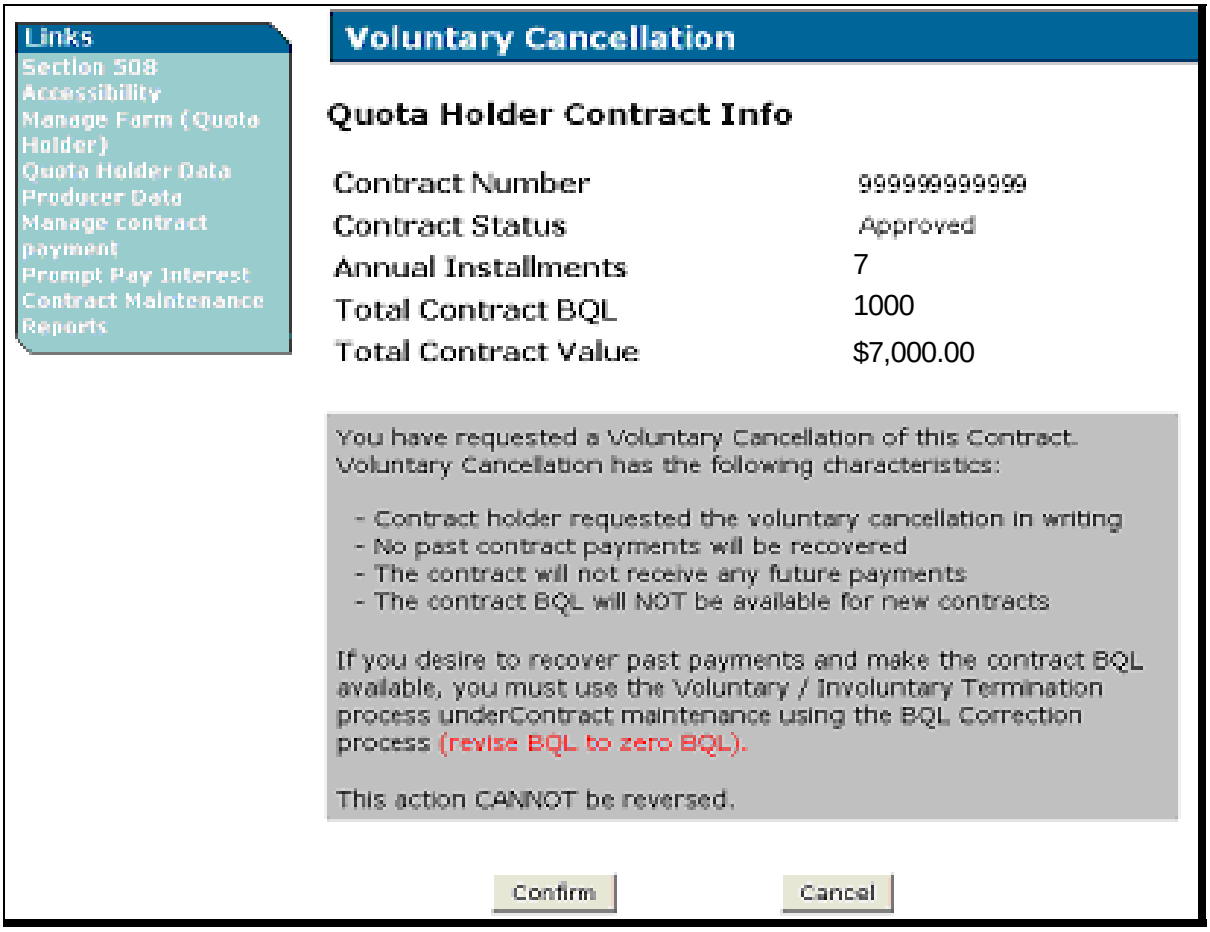
IF CCC-955/CCC-956 owner wants to return…	THEN use…
a specific payment for CCC-955/CCC-956	"Cancel Payment" option.
all payments for CCC-955/CCC-956	BQL change and VT that generates overpayment (receivable) requests for **all** payments previously made for CCC-955/CCC-956.



66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

E VC's (Continued)

The following is an example of the Voluntary Cancellation Screen that will be displayed with a message informing the user of the characteristics of the VC action. The user **must** CLICK "**Confirm**" to process VC. If users CLICK "**Cancel**", no action will be taken and the Update Contract Screen will be displayed.



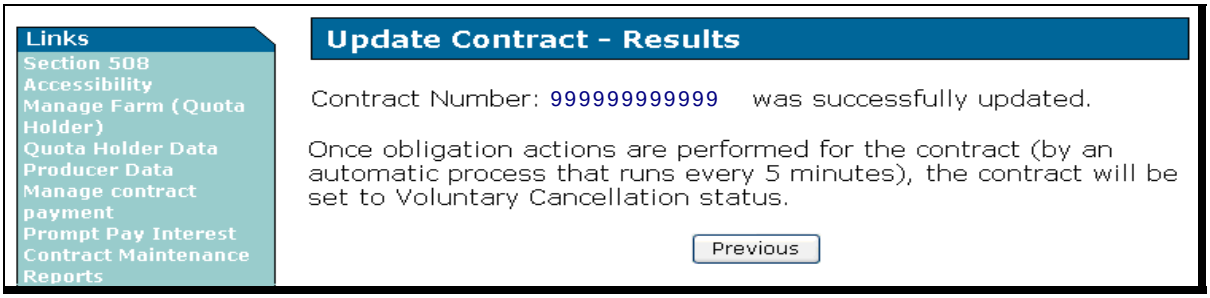
66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

E VC's (Continued)

The following is an example of the Update Contract – Results Screen that will be displayed with the message that CCC-955/CCC-956 was successfully updated. The user may click CCC-955/CCC-956 number link to view the details of CCC-955/CCC-956 and review CCC-955/CCC-956 status.

If CCC-955/CCC-956 has an outstanding obligation, the following message will be displayed:

> "Once obligation actions are performed for the contract (by an automatic process that runs every 5 minutes), the contract will be set to Voluntary Cancellation status."



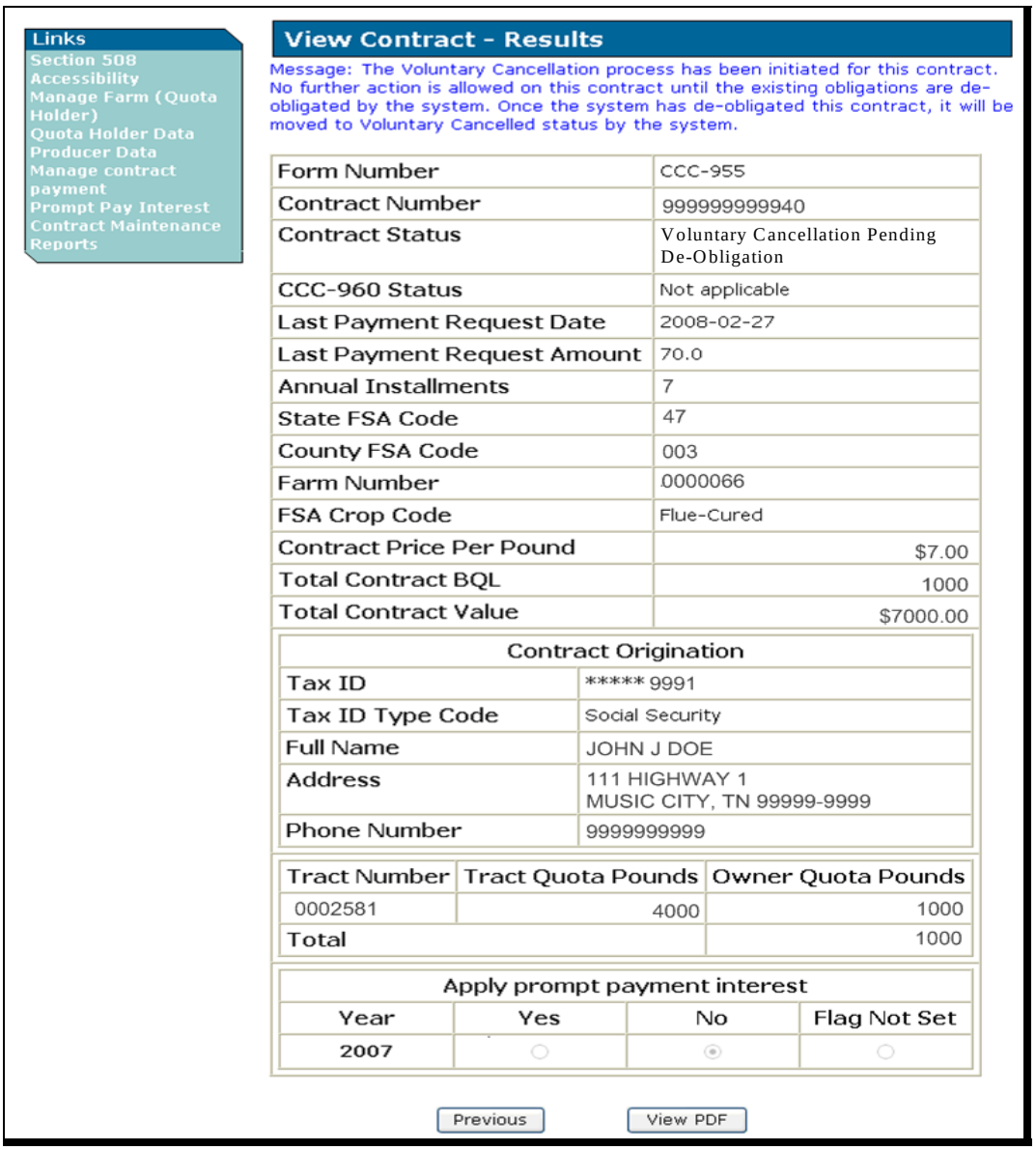
66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

E VC's (Continued)

If on the Update Contract Results Screen, users click the Contract Number link the View Contract – Results Screen will be displayed.

If CCC-955/CCC-956 has been voluntarily cancelled and the obligation has **not** been de-obligated, the following message will be displayed: "The Voluntary Cancellation process has been initiated for this CCC-955/CCC-956. No further action is allowed on this CCC-955/CCC-956 until the existing obligations are de-obligated by the system. Once the system has de-obligated this CCC-955/CCC-956, it will be moved to Voluntary Cancelled status by the system."

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Links
Section 508
Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

View Contract - Results

Message: The Voluntary Cancellation process has been initiated for this contract. No further action is allowed on this contract until the existing obligations are de-obligated by the system. Once the system has de-obligated this contract, it will be moved to Voluntary Cancelled status by the system.

Form Number	CCC-955
Contract Number	999999999940
Contract Status	Voluntary Cancellation Pending De-Obligation
CCC-960 Status	Not applicable
Last Payment Request Date	2008-02-27
Last Payment Request Amount	70.0
Annual Installments	7
State FSA Code	47
County FSA Code	003
Farm Number	0000066
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	1000
Total Contract Value	$7000.00

Contract Origination	
Tax ID	***** 9991
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	9999999999

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0002581	4000	1000
Total		1000

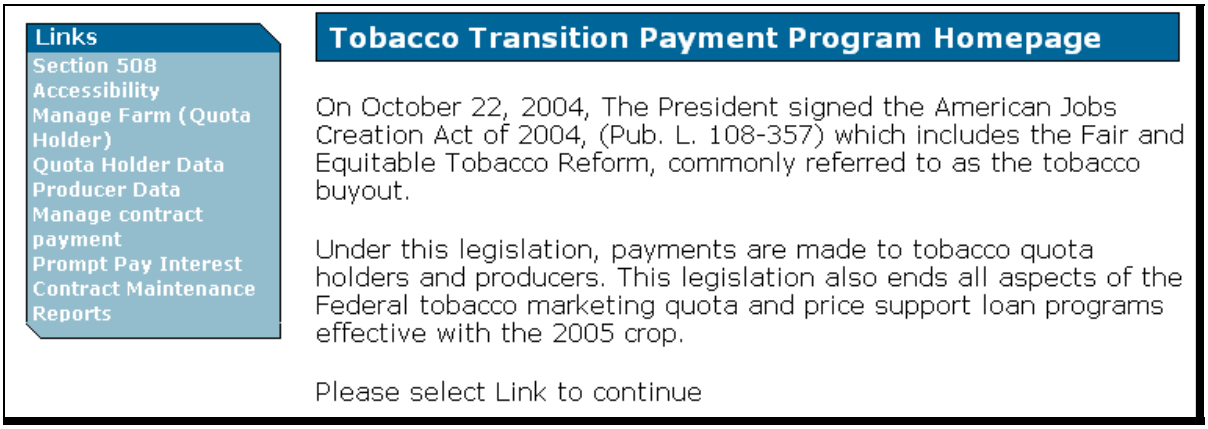
Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2007	○	◉	○

Previous View PDF

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process

To begin the BQL correction process required for VT or IT actions, on TTPP Homepage, under Links, CLICK "**Contract Maintenance**".



CCC-955/CCC-956's to be modified:

- **must** be in AP or DI status
- **cannot** have an assignment against CCC-955/CCC-956
- **cannot** be the result of CCC-971.

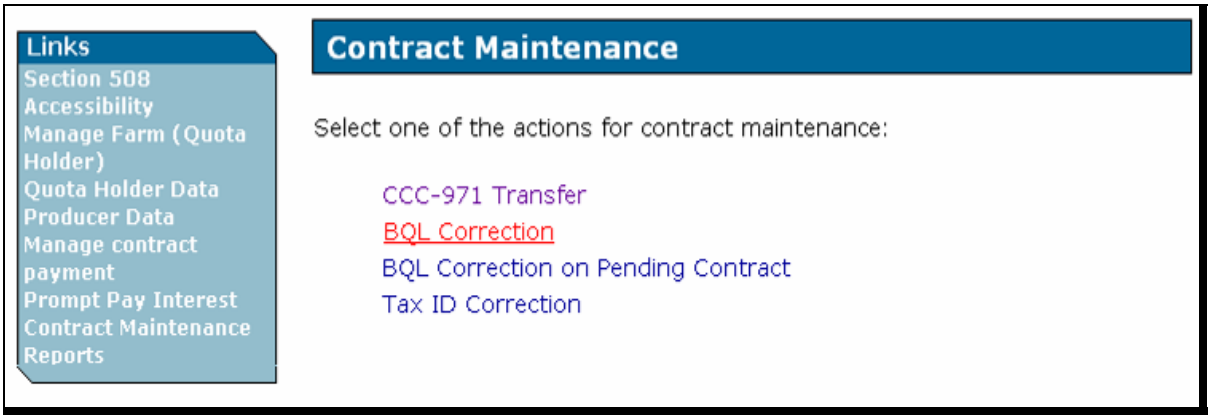
Note: Because CCC-959 assignments are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Action
1	Require the assignee to revoke CCC-959.
2	Cancel the assignment attached to CCC-955/CCC-956 to be corrected.
3	Access TTPP and modify CCC-955/CCC-956 BQL according to procedures outlined in this paragraph; canceling the original CCC-955/CCC-956 and creating a replacement CCC-955/CCC-956.

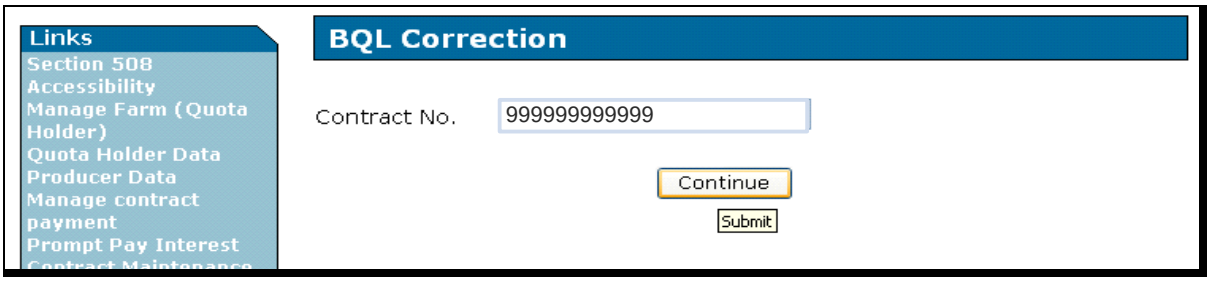
66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

The following is an example of the Contract Maintenance Screen. CLICK "**BQL Correction**."



The following is an example of the BQL Correction Screen. Enter CCC-955/CCC-956 number to be terminated and CLICK "**Continue**".



Note: When users CLICK "**Continue**", "**Submit**" will be displayed.

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

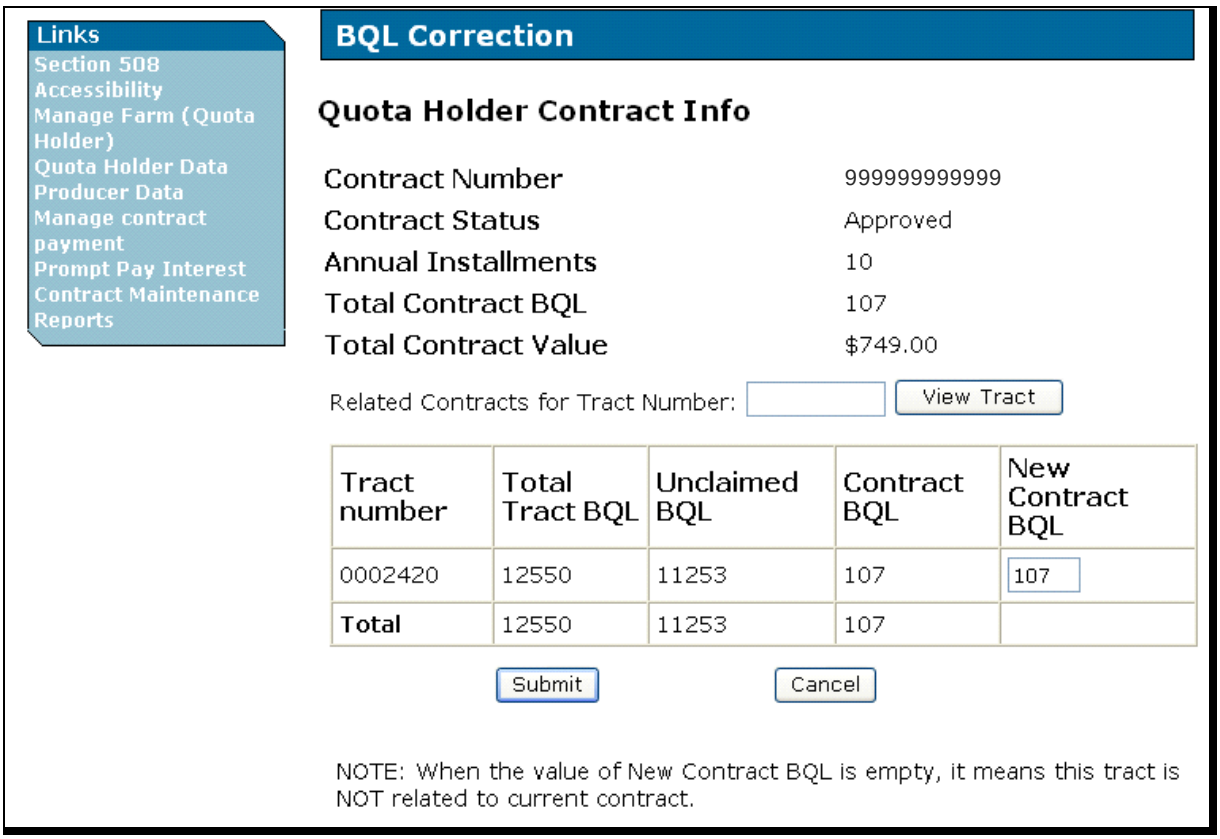
F VT and IT Process (Continued)

Following are possible error messages that may be displayed:

- "Valid Contract Number is required"
- "There are assignments, claims, or receivables against the contract XXXXXX"
- "The payment was **not** found for contract XXXXXX"
- "The Overpayment was **not** found for contract XXXXXX"
- "Pending Contract is **not** from BQL change"
- "Overpayment is unprocessed or payment is **not** signed in NPS for contract: XXXXXX"
- "NPS error for contract XXXXXX"
- "No Contract data found for contract number: XXXXXX"
- "Contract status is **not** in AP or DI"
- "Contract is sold"
- "Contract is from 971".

Note: CCC-971 resulting CCC-955/CCC-956 BQL **cannot** be modified.

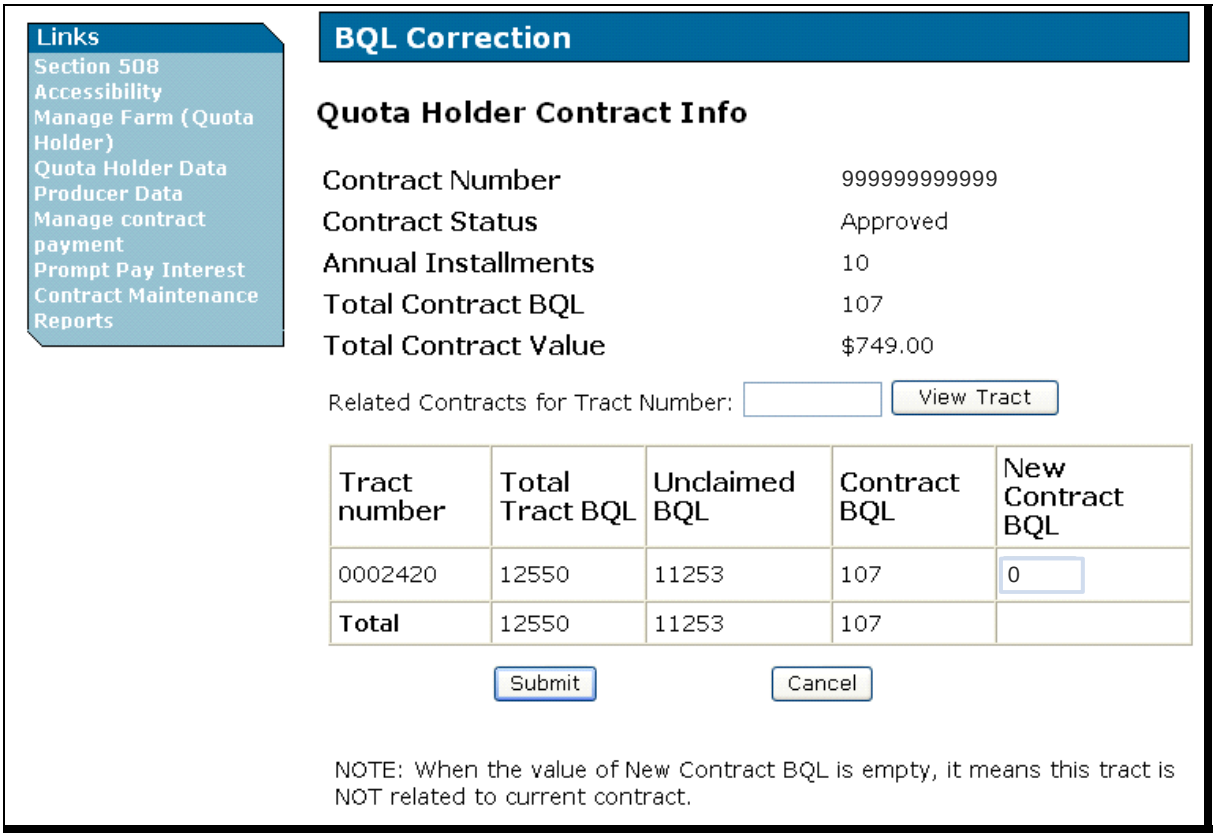
The BQL Correction Screen will be displayed with the total tract BQL originally available, amount of unclaimed BQL, and current CCC-955/CCC-956 BQL.



66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

The following is an example of the user modifying the replacement CCC-955/CCC-956 BQL from 107 pounds to zero pounds. When the new BQL is entered, CLICK "**Submit**". Users **must** ENTER "**0**" for the replacement CCC-955/CCC-956 BQL to terminate CCC-955/CCC-956.



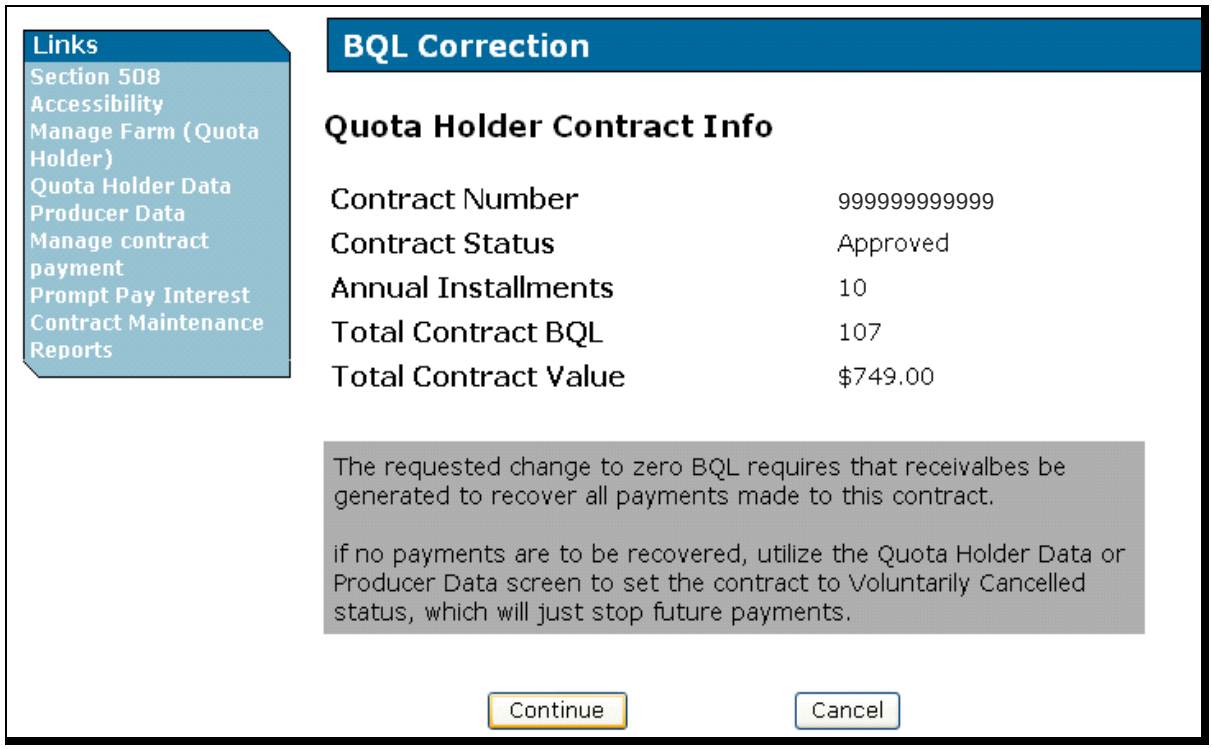
Following are possible error messages that may be displayed:

- "New BQL exceed the available BQL"
- "For input string: "64d90" is **not** a valid BQL value".

66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

On BQL Correction, Quota Holder Contract Info, when users CLICK "**Submit**", the following BQL Correction, Quota Holder Contract Info Screen will be redisplayed with summary information. This screen informs the user that a receivable will be created before the database is updated. When the zero BQL has been verified, the user **must** CLICK "**Continue**".



Note: A message will be displayed informing the user to use the Quota Holder Data or Producer Data Screen to set CCC-955/CCC-956 to VC status, if no payments are to be recovered. See subparagraph E for instructions on processing VC's.

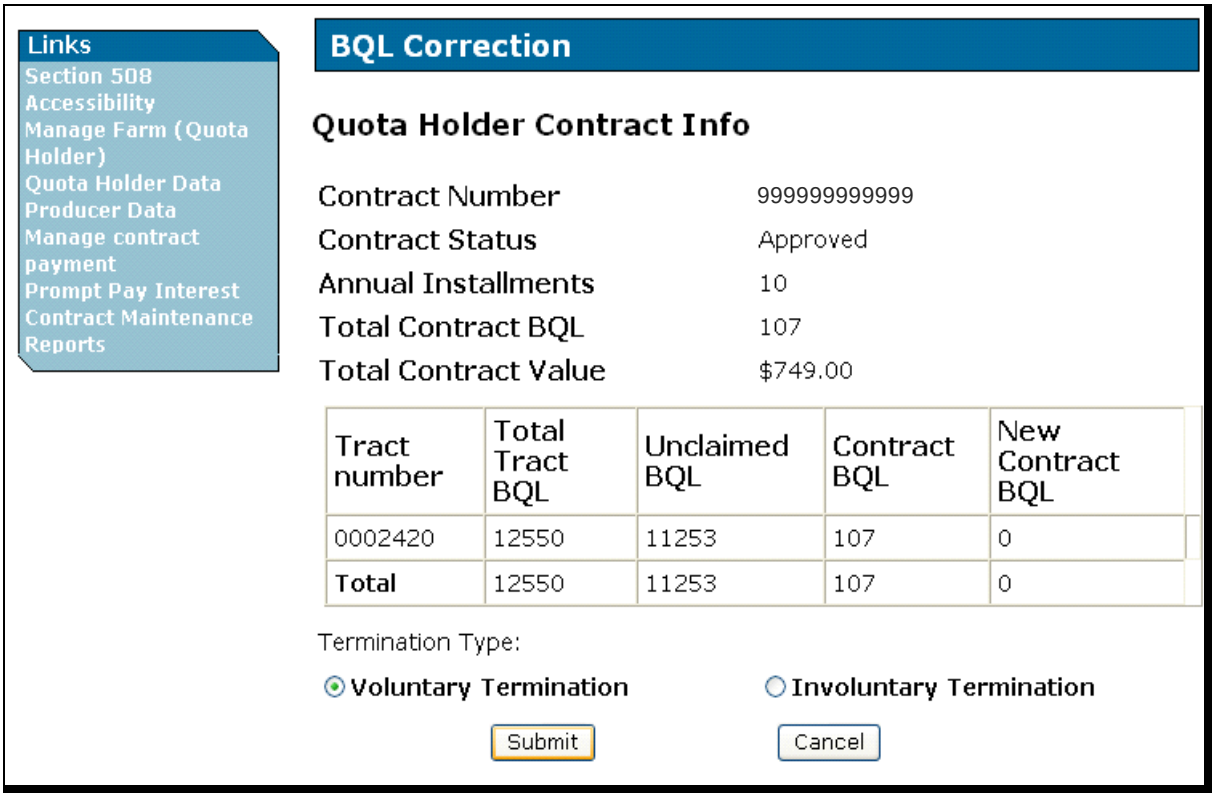
66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

On BQL Correction, Quota Holder Contract Info Screen, when users CLICK "**Continue**", the following BQL Correction, Quota Holder Contract Info Screen will be redisplayed with summary information. Under Termination Type, this screen requires users to CLICK the radio button next to either of the following:

- "**Voluntary Termination**"
- "**Involuntary Termination**".

When BQL has been verified, CLICK "**Submit**".

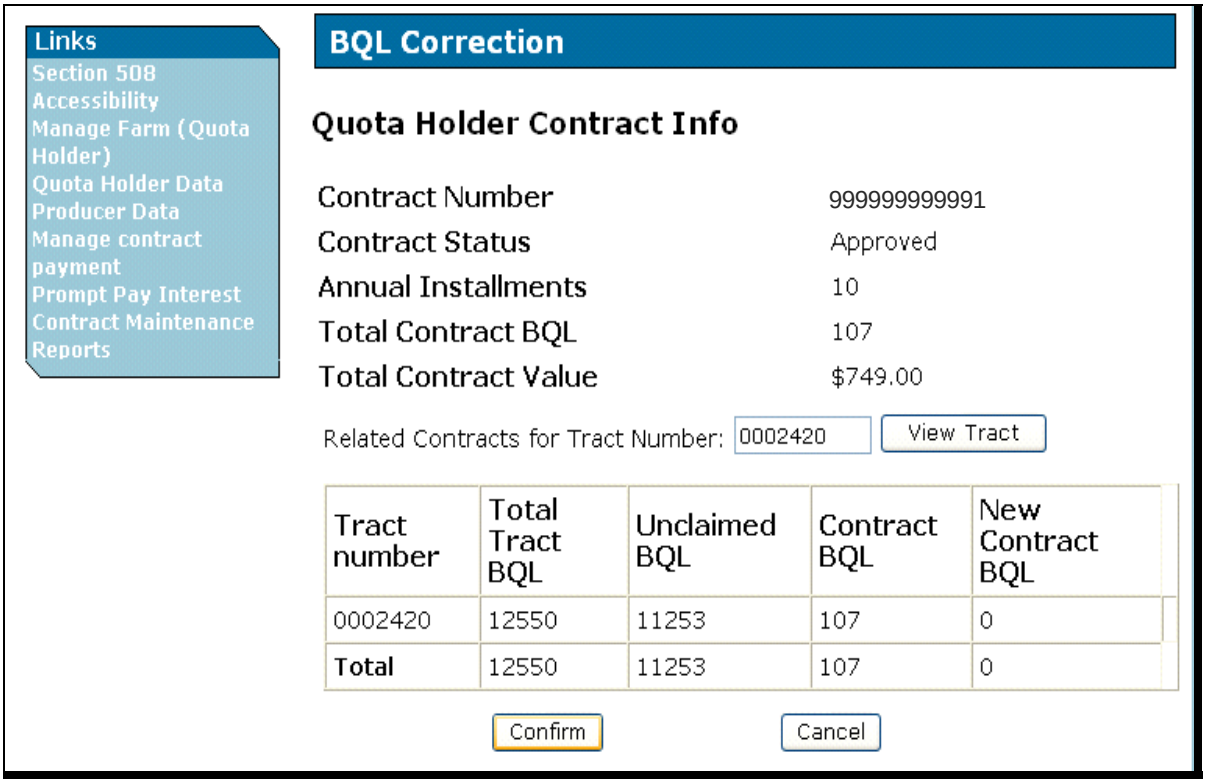


66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

On the BQL Correction, Quota Holder Contract Info Screen, when users CLICK "**Submit**", the BQL Correction, Quota Holder Contract Info Screen will be redisplayed. When all information has been verified, CLICK "**Confirm**".

Note: Since this adjustment reduces BQL, the TTPP software will generate an overpayment (receivable) request against each payment made against CCC-955/CCC-956 when the termination is confirmed.



Note: When users CLICK:

- "**Confirm**", the TTPP software will process the cancellation request and update the database
- "**Cancel**", the cancellation request will **not** be processed and BQL and CCC-955/CCC-956 status will remain unchanged.

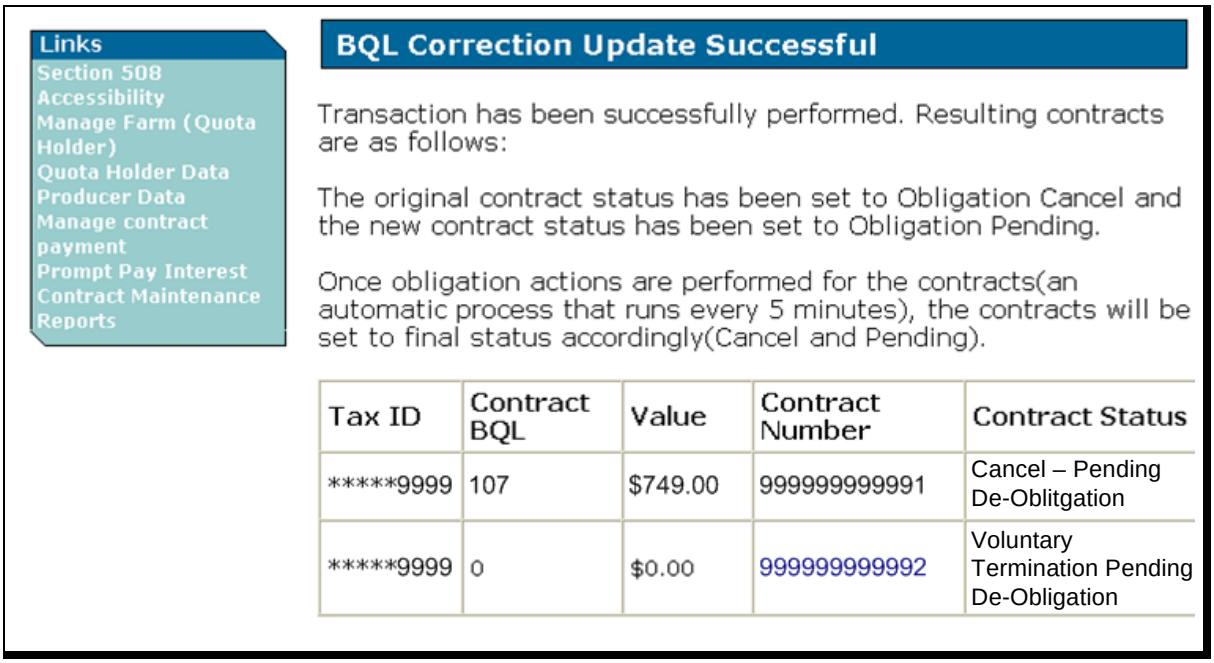
66 Processing CCC-955/CCC-956 Terminations and Cancellations (Continued)

F VT and IT Process (Continued)

The following is an example of the BQL Correction Update Successful Screen. TTPP software changed original CCC-955/CCC-956 to CL status and created the voluntarily terminated CCC-955/CCC-956 as a replacement with a zero BQL. Users can click Contract Number link of corresponding Tax ID field to view CCC-955/CCC-956 details.

If VT or IT requires a de-obligation the following message will be displayed, "The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), CCC-955/CCC-956's will be set back to final status accordingly (Cancel and Pending)."

Note: A list of CCC-955/CCC-956 status codes is provided in Exhibit 4.



Links
Section 508 Accessibility
Manage Farm (Quota Holder)
Quota Holder Data
Producer Data
Manage contract payment
Prompt Pay Interest
Contract Maintenance
Reports

BQL Correction Update Successful

Transaction has been successfully performed. Resulting contracts are as follows:

The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending.

Once obligation actions are performed for the contracts(an automatic process that runs every 5 minutes), the contracts will be set to final status accordingly(Cancel and Pending).

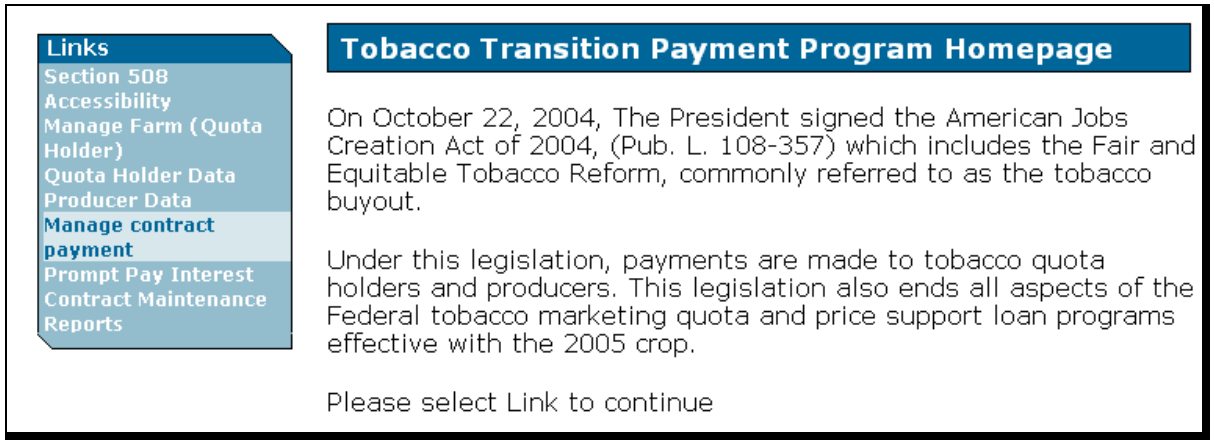
Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9999	107	$749.00	999999999991	Cancel – Pending De-Oblitgation
*****9999	0	$0.00	999999999992	Voluntary Termination Pending De-Obligation

67 Canceling CCC-955/CCC-956 Payments

A Payment Cancellation Process

County Offices shall only cancel a signed payment, if the original check or payment is returned in full at the time the payment is canceled, unless the payment involves a deceased individual or closed estate after the date the individual's death or estate's closure; in these cases, it is permitted to cancel a signed payment **before** the money is refunded.

The following is an example of the TTPP Homepage. To begin the payment cancellation process, under Links, CLICK "**Manage contract payment**".



*--B Correcting Rejected Payments

TTPP payments shall **not** be issued using a deceased individual's or dissolved entity's TIN. TTPP payments issued to a deceased individual must be refunded. If the date of death is before the date the payment is recorded as being sent to NPS, the payment must be collected in full before any further payments are issued. Corrective actions are to be carried out on the date of discovery. **[7 CFR 1463.109]**

Rejected TTPP ACH/Direct Deposit transactions are returned to FSC, PMO, POG through Treasury. FSC shall notify the issuing County Office by FAX or by telephone to obtain the corrected information. Common reasons for payments rejected can be found in 1-FI, paragraph 208.

County Offices shall follow 1-FI, paragraphs 205 and 206 for corrective action measures for rejected payments, **except** in the case of where the payment was issued to a deceased contract holder or dissolved entity. See subparagraph 22 I.--*

67 Canceling CCC-955/CCC-956 Payments (Continued)

*--B Correcting Rejected Payments (Continued)

TTPP provisions require the payment to be issued to the eligible person under their TIN. 1-FI, subparagraph 201 A does **not** apply to TTPP payments for deceased individuals. Once the County Office has verified the contract holder is deceased or is unable to obtain a response from a representative of the contract holder, the County Office shall do the following.

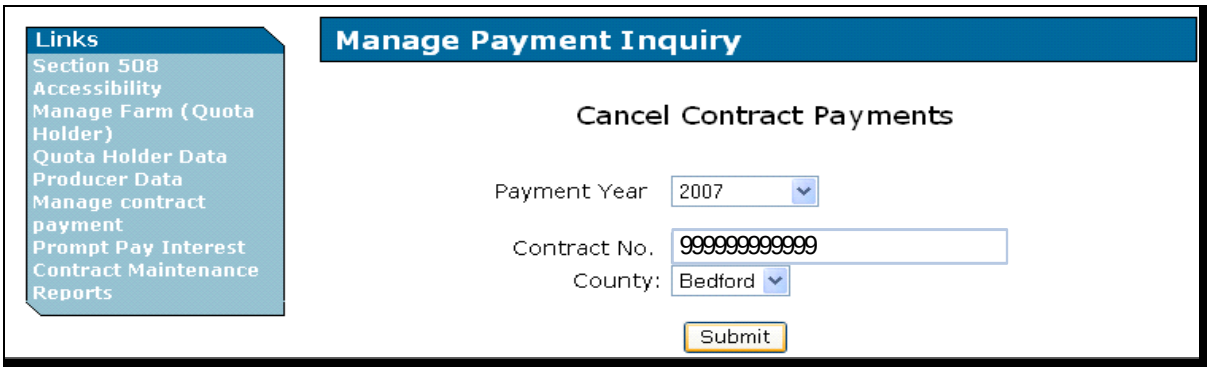
Step	Action
1	Place the contract "IN DISPUTE".
2	FAX a request to FSC, PMO, POG at 816-823-1813 for a replacement Treasury check payable to "CCC" with the following information: • State and county codes • payment ID number • amount of payment • ACH/Direct Deposit issuance date • County Office mailing address.
3	Cancel the payment through TTPP Manage Contract Payment according to subparagraph C. **Verify** the correct payment year is selected. This will establish a receivable in NRRS.
4	After the replacement Treasury check is delivered to the County Office, apply the replacement check to the applicable receivable according to 64-FI.
5	Once the receivable has been paid in full, the County Office will be able to process the CCC-971 transfer according to paragraph 52 or keep the contract in dispute if CCC-971 has not been submitted. **Note:** It may take 1 or 2 days for the funds to obligate back to the contract to allow it to be transferred.

--*

C Using the Manage Payment Inquiry

The following is an example of the Manage Payment Inquiry Screen. To access CCC-955/CCC-956 payment information, select payment year, enter CCC-955/CCC-956 number, select the county, and CLICK "**Submit**".

Note: If CCC-955/CCC-956 has been voluntarily or involuntarily terminated, the message, "Contract has been Voluntarily/Involuntarily Terminated", will be displayed and no cancellation will be permitted.

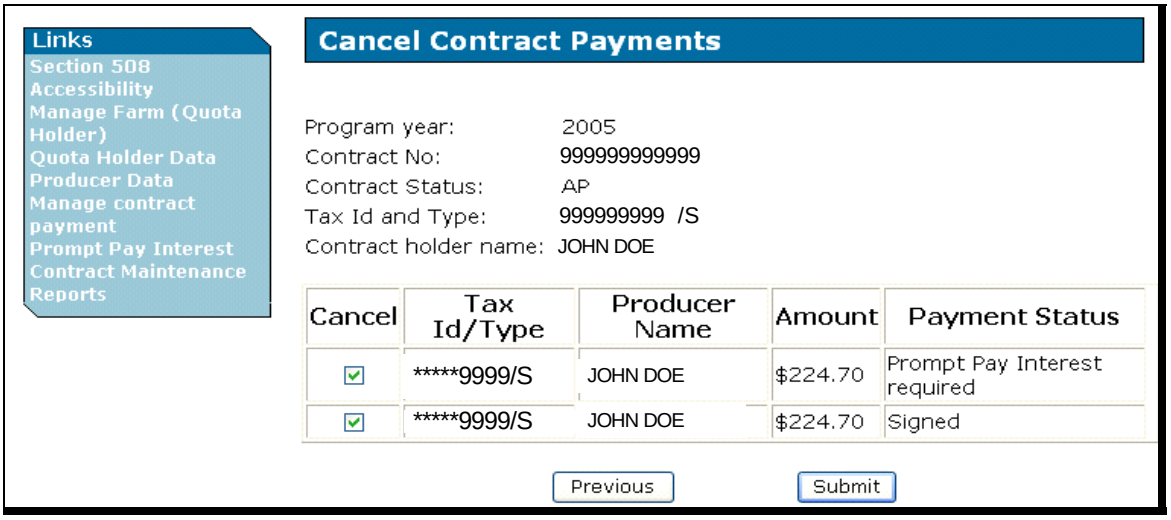


67 Canceling CCC-955/CCC-956 Payments (Continued)

D Selecting CCC-955/CCC-956 Payment to Cancel

The following is an example of the Cancel Contract Payment Screen. Normally only 1 payment request will exist for CCC-955/CCC-956 for a given year; however, in some instances more than 1 payment request (signed or **not** signed) can exist. If multiple payment requests exist, they will all be displayed.

Note: If users CLICK "**Previous**", the Manage Payment Inquiry Screen will be displayed with no action taken.



Once CCC-955/CCC-956 payment display has been verified, under Cancel, click the checkbox for the payment or payment request to be canceled, and CLICK "**Submit**" to cancel the payment or payment request. Multiple payments and payment requests may be selected and canceled, if they exist for the selected payment year.

67 Canceling CCC-955/CCC-956 Payments (Continued)

D Selecting CCC-955/CCC-956 Payment to Cancel (Continued)

If the payment selected to be canceled has a payment status of "Signed", the TTPP cancellation software will create a receivable request. CCC-955/CCC-956 holder criteria **must** be met as follows:

- active in SCIMS
- tied to the CCC-955/CCC-956 the State and county
- TIN and TIN type on CCC-955/CCC-956 match TIN and TIN type in SCIMS.

Note: If CCC-955/CCC-956 holder is an entity with an 02, 03, 05, or 07 business type, **all** members **must** meet CCC-955/CCC-956 holder criteria.

If CCC-955/CCC-956 holder fails **any** of the criteria, an error message will be displayed. This table provides all error codes and messages that may be displayed on the Cancel Contract Payment Screen when users CLICK "**Submit**".

Error Code	Error Message
AGIC	No member information found for the joint venture and crop code.
AGID	No data found in either AGI, Subsidiary Eligibility, or SCIMS.
AGIE	No data found for the Entity ID – possible invalid ID.
N/A	Customer **not** Found in SCIMS.
N/A	Customer is inactive in SCIMS.
N/A	Customer has no Legacy Link.
N/A	Tax ID on the contract does **not** match Tax ID in SCIMS for this customer.
N/A	Multiple Active Customers Found in SCIMS.

This table provides all payment statuses that may be displayed on the Cancel Contract Payments Screen.

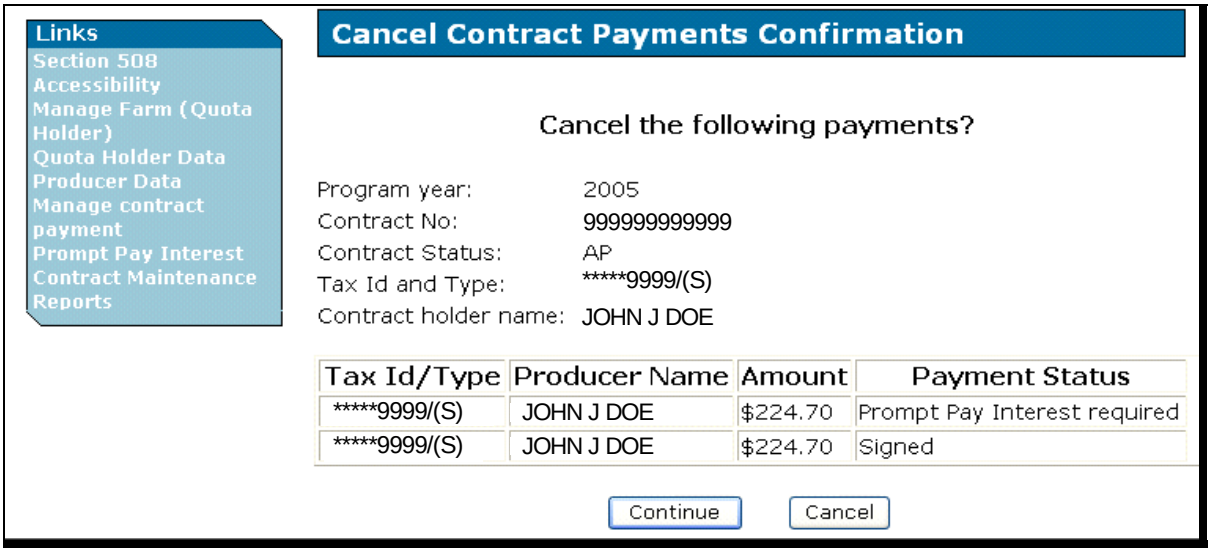
Payment Status	Status Definition
C1	Pre-Certified.
C2	Certified.
CL	Claim.
CU	Canceled.
FP	Foreign person.
HP	Held for program cancel.
OA	Other agency debt.
PP	Prompt pay interest required.
QU	Queued in NPS.
RV	Receivable.
SC	Payment previously reversed.
SI	Signed.
UC	Payment request previously canceled.

67 Canceling CCC-955/CCC-956 Payments (Continued)

E Cancel Payment Confirmation

The following is an example of the Cancel Contract Payments Confirmation Screen that will be displayed after users CLICK "**Submit**" to cancel CCC-955/CCC-956 payment or payment request on the Cancel Contract Payment Screen. Users **must** CLICK "**Continue**" to cancel the displayed payment or payment request.

Note: If users CLICK "**Cancel**", the Manage Payment Inquiry Screen will be displayed with **no** action taken.



The Cancel Contract Payments Confirmation Page will be redisplayed with the following:

- amount of the payment to be canceled
- a question asking, "Payments have been signed in NPS, Create receivable for contract (applicable CCC-955/CCC-956 number will be displayed)?"

67 Canceling CCC-955/CCC-956 Payments (Continued)

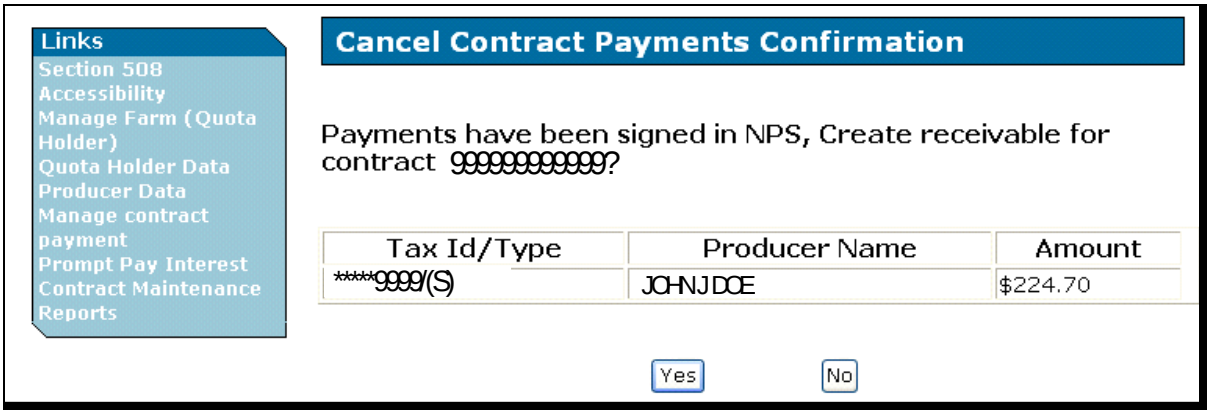
E Cancel Payment Confirmation (Continued)

An overpayment (receivable) request is the first step in creating a receivable to offset the signed payment.

Note: This screen will **not** be displayed if the payment request being canceled has **not** been signed in NPS.

When users CLICK "**Yes**", TTPP will generate an overpayment (receivable) request and the Cancel Payments Results Screen will be displayed.

Note: If users CLICK "**No**", the Cancel Contract Payments Screen will be displayed to select payments on CCC-955/CCC-956 to cancel.



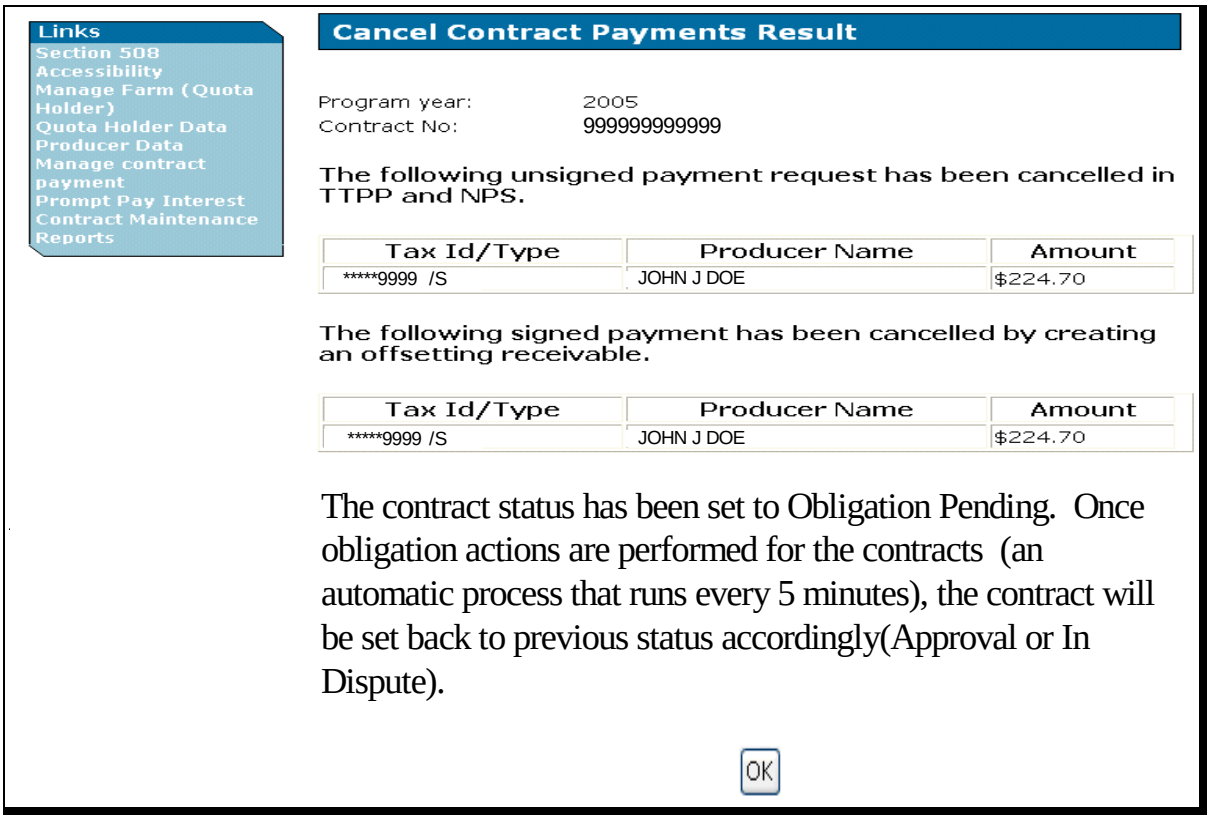
67 Canceling CCC-955/CCC-956 Payments (Continued)

F Cancel Contract Payment Results Screen Data

The Cancel Contract Payments Result Screen will be displayed when the selected signed or unsigned payments have been canceled for the selected CCC-955/CCC-956. TTPP will **only** display either the unsigned or signed payment message, as appropriate, if **only** 1 type of payment request is being canceled.

The following message will be displayed for payment cancellations if the CCC-955/CCC-956 is in AP or DI status: "The contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to previous status accordingly (Approval or In Dispute)."

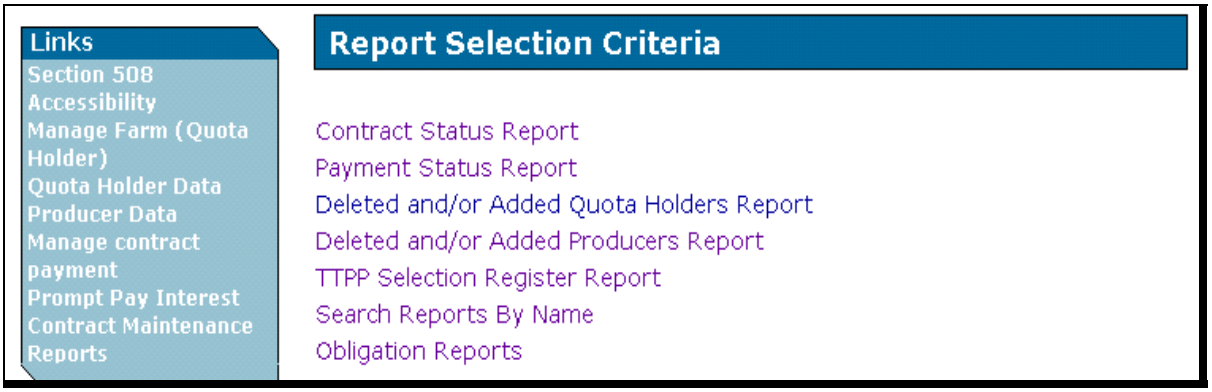
If users CLICK "**OK**", the Manage Payment Inquiry Screen will be displayed.



68 Automated Reports

A Accessing Reports

From TTPP Main Menu, under Links, CLICK "**Reports**". The Report Selection Criteria Screen will be displayed.

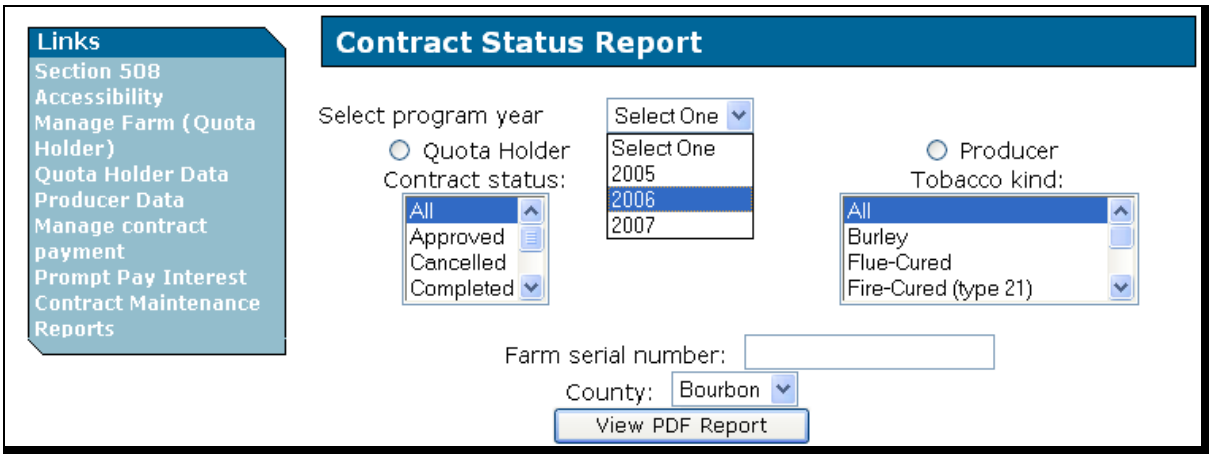


68 Automated Reports (Continued)

B Contract Status Report

On the Report Selection Criteria Screen, CLICK "**Contract Status Report**" to initiate the CCC-955/CCC-956 status reports process.

The following is an example of the Contract Status Report Screen that allows users to **view** and/or **print** CCC-955/CCC-956 reports.



68 Automated Reports (Continued)

C Report Data Options

TTPP report options are initiated by either quota holder or producer data.

On the Contract Status Report Screen, the user shall select either of the following:

- "**Quota Holder**"
- "**Producer**".

D Report Initiation Methods

The user shall initiate reports for CCC-955/CCC-956 status data, limited as applicable to the State or county, by using any of the following search methods:

- "All", for all tobacco types or 1 of the other tobacco types available
- "Approved", for all tobacco types or 1 of the other tobacco types available
- "Cancelled", for all tobacco types or 1 of the other tobacco types available
- "Completed", for all tobacco types or 1 of the other tobacco types available
- "In Dispute", for all tobacco types or 1 of the other tobacco types available
- "Pending", for all tobacco types or 1 of the other tobacco types available.

68 Automated Reports (Continued)

E Quota Holder Contract Status Report Display

The selected report will be displayed. The following is an example of a Quota Holder Contract Status Report for **all** kinds of tobacco for **all** CCC-955/CCC-956 statuses.

Quota Holder Contract Status

State Name: Kentucky
County Name: Nicholas
State Code: 21
County Code: 181

FSN	Farm BQL	Crop	Tract No	Tract BQL	Name of Quota Holder	Contract Number	Quota Holder BQL	Status	CCC-960 Status	Amount Paid	Contract Change Date
0000291	497	Burley	0000153	497	JOHN DOE	999999999999	497	Sold	Not applicable	0.0	2005-10-19
Total	497		1	497		1	497			0	

The following is an example of the last page of the Contract Status Report that includes a summary of CCC-955/CCC-956's by tobacco type.

Quota Holder Contract Status

State Name: Kentucky
County Name: Nicholas
State Code: 21
County Code: 181

All Kinds of Tobacco	Number of Contracts	% of Total
Approved	622	67.61
In Dispute	0	0.00
Pending	3	0.33
Cancelled	20	2.17
Completed	0	0.00
Sold	275	29.89
Total	920	100

All Kinds of Tobacco	Quota Holder BQL	% of Total
Approved	2028356	71.55
In Dispute	0	0.00
Pending	8565	0.30
Cancelled	[illegible]	[illegible]

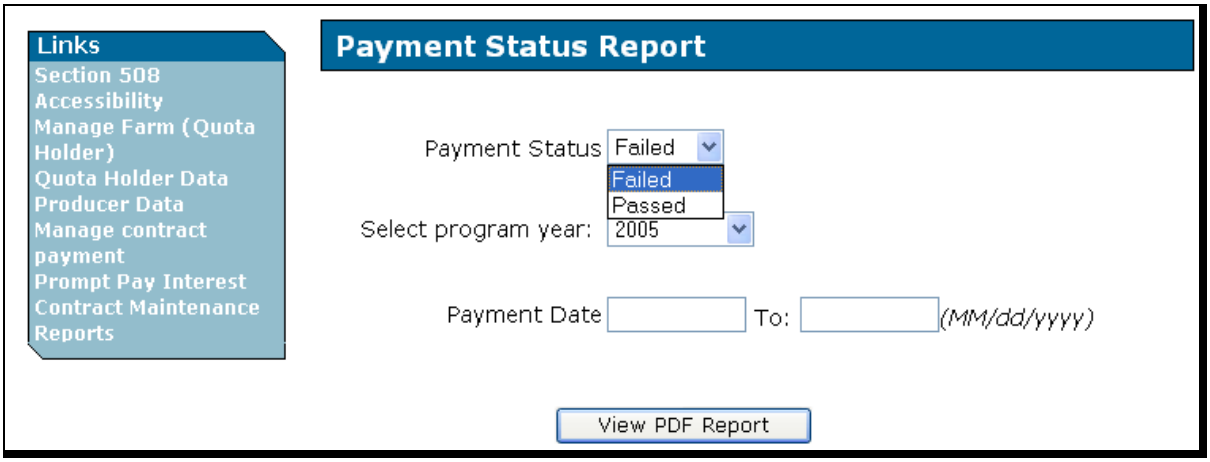
Note: Any PDF report can be printed by using the browser's print function.

68 Automated Reports (Continued)

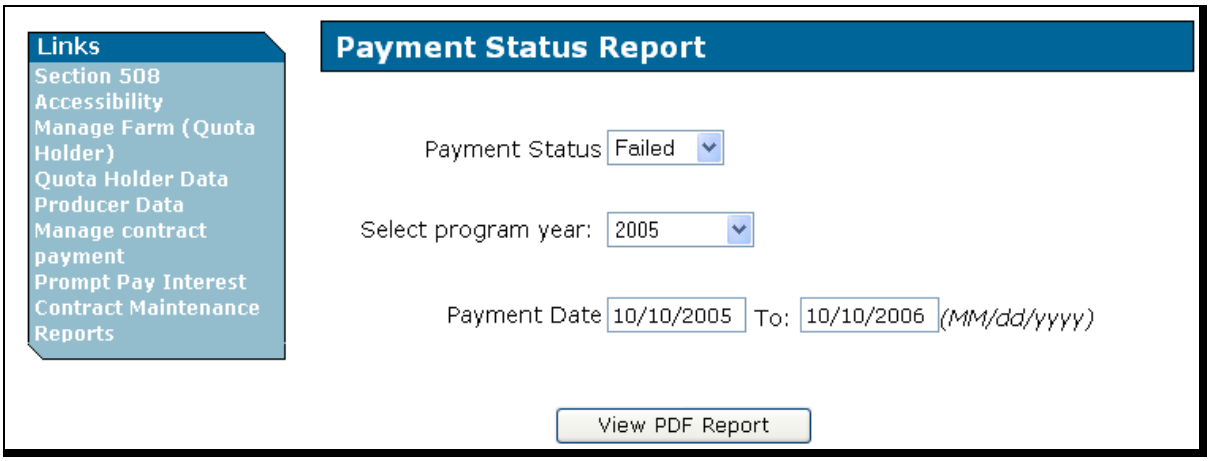
F Payment Status Report

On the Payment Status Report Screen:

- from the Payment Status drop-down menu, users may select either “Failed” or “Passed”
- from the Select program year drop-down menu, select TTPP year
- in the Payment Date fields, enter the payment date range to produce Payment Status Reports.



The following is an example of TTPP Payment Status Report Screen with the required information populated.



68 Automated Reports (Continued)

F Payment Status Report (Continued)

The following is an example of TTPP Payment Status Report for failed payments.

Payment Reconciliation Report - State: GEORGIA(13) **County:** Berrien(019) Date: 11-03-2006

Program Year:2005 **Start Date:** 10/10/2005 **End Date:** 10/10/2006 **Payment Status:**Failed

Contract Number	Contract Status	Approval Date	Contract Origin	Contract Type	Total Contract Amount	Annual Install-ments	Name	Tax ID/ Type	Annual Payment Amount	Transaction Amount	Payment Request Date	Status
999999999999	AP	07/08/2005	ORG	PR	$31,927.00	10	John Doe	*****XXXX(S)	$3,192.70	$3,193.00	09/01/2006	Prompt Pay Applicable Indicator Not Set
999999999999	AP	07/08/2005	ORG	PR	$31,927.00	10	John Doe	*****XXXX(S)	$3,192.70	$3,193.00	09/01/2006	Prompt Pay Applicable Indicator Not Set
999999999999	AP	07/08/2005	ORG	PR	$31,927.00	10	John Doe	*****XXXX(S)	$3,192.70	$3,193.00	09/01/2006	Prompt Pay Applicable Indicator Not Set
999999999999	AP	07/08/2005	ORG	PR	$31,927.00	10	John Doe	*****XXXX(S)	$3,192.70	$3,193.00	09/01/2006	Prompt Pay Applicable Indicator Not Set
999999999999	AP	07/08/2005	ORG	PR	$31,927.00	10	John Doe	*****XXXX(S)	$3,192.70	$3,193.00	09/01/2006	Prompt Pay Applicable Indicator Not Set
999999999999	AP	09/01/2006	ORG	QH	$420.00	10	Jane Doe	*****XXXX(S)	$42.00	$42.00	09/01/2006	Unsigned Payment Cancelled (NPS)

G Payment Status Error Codes

The following payment status reasons are for payment failures for eligibility reasons.

Status Reason	Description
Address **not** found in SCIMS.	CCC-955/CCC-956 holder's TIN does **not** have an address in the State and county of CCC-955/CCC-956.
Customer is inactive in SCIMS.	CCC-955/CCC-956 holder's TIN is inactive in SCIMS.
Customer **not** found in SCIMS.	CCC-955/CCC-956 holder's TIN is **not** found in SCIMS.
Ineligible for payment.	CCC-955/CCC-956 holder does **not** pass subsidiary eligibility.
Multiple customers found in SCIMS.	There is more than 1 person or entity in SCIMS that matches CCC-955/CCC-956 holder's TIN.
No entity members found.	CCC-955/CCC-956 holder's TIN is a joint venture or general partnership and there were **no** members found.
Prompt payment applicable indicator **not** set.	Prompt Payment Indicator is **not** set for CCC-955/CCC-956 for a payment that requires a prompt payment interest decision.
Tax ID **not** found in SCIMS.	CCC-955/CCC-956 holder's TIN is **not** found in SCIMS.

68 Automated Reports (Continued)

G Payment Status Error Codes (Continued)

The following payment status reasons are for payment failures from NPS.

Status Reason	Description
Customer is **not** found or inactive.	NPS **cannot** find CCC-955/CCC-956 holder's TIN.
eFund is **not** available.	Either the eFund account is suspended or it has **not** been created for the State, county, and CCC-955/CCC-956 type.
NPS business contract error.	Usually means that there are **not** enough eFunds available to make the payment.
NPS business process error.	Unknown NPS error.
NPS fatal error.	
Some receivables are **not** replicated.	CCC-955/CCC-956 owner's TIN has TTPP receivables that have **not** been processed.

68 Automated Reports (Continued)

H CCC-955/CCC-956 Maintenance Report

County Offices can find CCC-955/CCC-956 numbers resulting from CCC-971's through the Reports link. When the Reports Screen is displayed do the following:

- CLICK "**Search Reports by Name**"
- in the Report Name drop-down menu, CLICK "**Contract Maintenance**".

Enter either the original CCC-955/CCC-956 number or any of the resulting CCC-955/CCC-956 numbers and CLICK "**View PDF Report**". The TTPP Contract Maintenance Report will be displayed with all CCC-955/CCC-956's related to the CCC-955/CCC-956 number entered.

TTPP Contract Maintenance Report

Form Number: CCC-956

Producer Contracts

Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type
999999999 99		JAMES H DOE	*****9995/S	12-14-2006	Cancelled	Flue-Cured	0000284	2004	456	ORG
							Contract Total BQL		456	
Contract Number	**Parent Contract Number**	**Producer Name**	**Tax ID / Type**	**Approval Date**	**Contract Status**	**Tobacco Type**	**Farm Number**	**Program Year**	**Base Quota Level**	**Contract Type**
999999999 98	99999 9999999	JOHN H DOE	*****9991/S		Pending	Flue-Cured	0000284	2004	450	971
							Contract Total BQL		450	
Contract Number	**Parent Contract Number**	**Producer Name**	**Tax ID / Type**	**Approval Date**	**Contract Status**	**Tobacco Type**	**Farm Number**	**Program Year**	**Base Quota Level**	**Contract Type**
999999999 97	99999 9999999	JAMES DOE	*****9992/S	12-19-2006	Approved	Flue-Cured	0000284	2004	6	971
							Contract Total BQL		6	

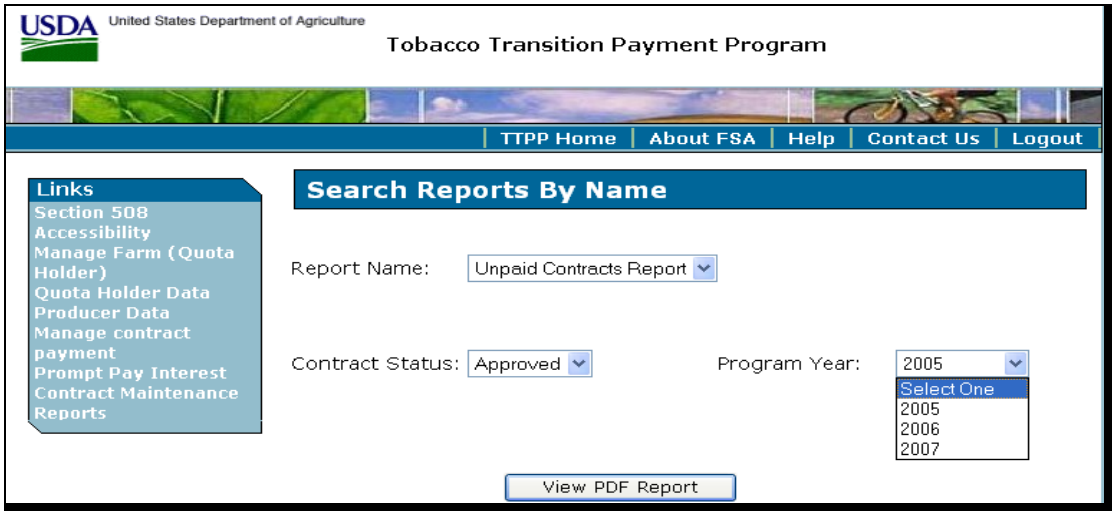
68 Automated Reports (Continued)

I Unpaid Contracts Report (Pre-Payment Report)

Access the Unpaid Contracts Report through the Reports link. On the Report Selection Criteria Screen, CLICK "**Search Reports By Name**".

On the Search Reports By Name Screen:

- if county user:
  - from the Report Name drop-down box, select "**Unpaid Contracts Report**"
  - from the Contract Status drop-down box, select "**Approved**" or "**In-Dispute**"
  - under Program Year drop-down box, select "**2009**"
  - CLICK "**View PDF Report**"

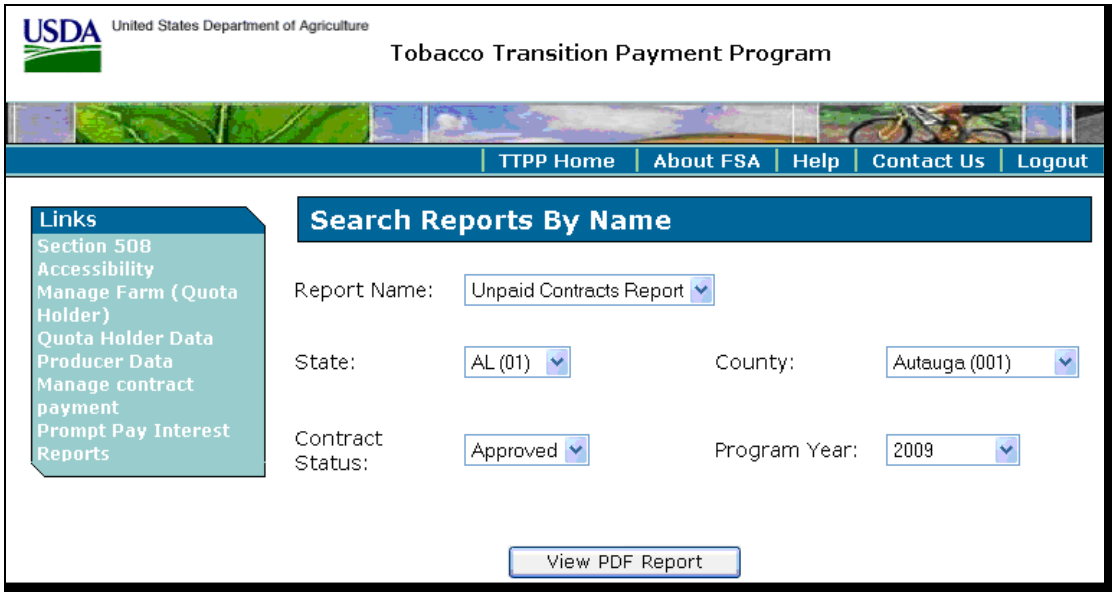


68 Automated Reports (Continued)

I Unpaid Contracts Report (Pre-Payment Report) (Continued)

- if national user:

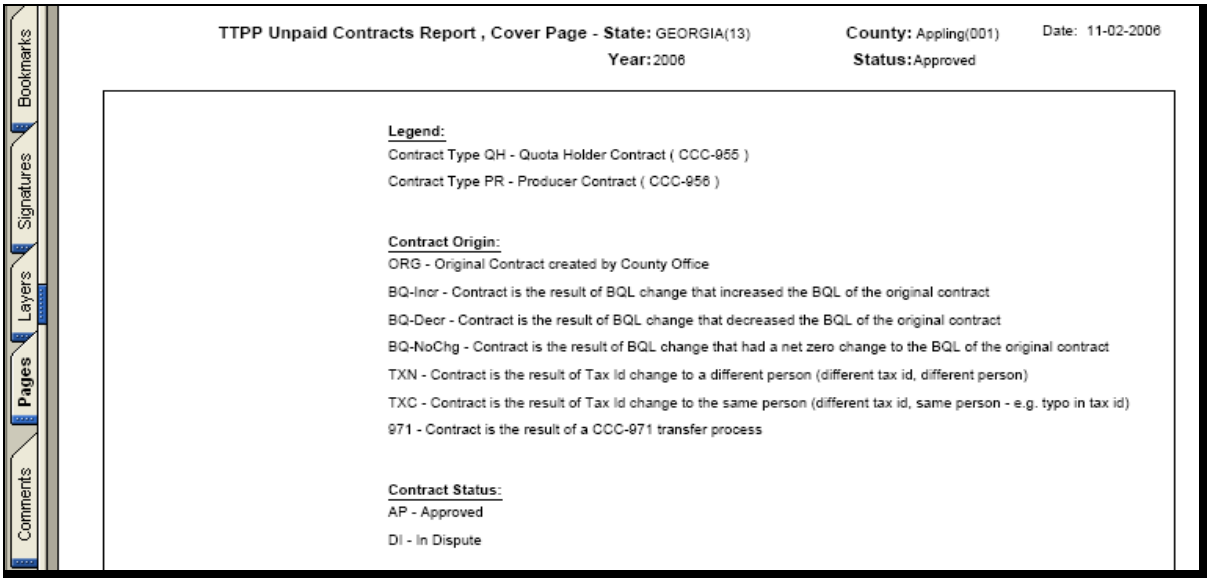
  - from the Report Name drop-down box, select "**Unpaid Contracts Report**"
  - from the State drop-down box, select applicable State
  - from the County drop-down box, select applicable county
  - from the Contract Status drop-down box, select "**Approved**" or "**In-Dispute**"
  - under Program Year drop-down box, select "**2009**"
  - CLICK "**View PDF Report**".



68 Automated Reports (Continued)

I Unpaid Contracts Report (Pre-Payment Report) (Continued)

The following is an example of the cover page, with legend, that will be displayed on each TTPP Unpaid Contracts Report request.



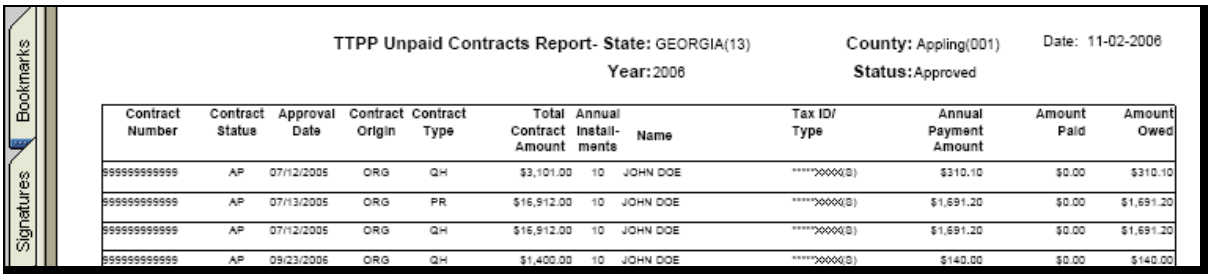
TTPP Unpaid Contracts Report , Cover Page - State: GEORGIA(13) County: Appling(001) Date: 11-02-2006
Year: 2006 Status: Approved

Legend:
Contract Type QH - Quota Holder Contract (CCC-955)
Contract Type PR - Producer Contract (CCC-956)

Contract Origin:
ORG - Original Contract created by County Office
BQ-Incr - Contract is the result of BQL change that increased the BQL of the original contract
BQ-Decr - Contract is the result of BQL change that decreased the BQL of the original contract
BQ-NoChg - Contract is the result of BQL change that had a net zero change to the BQL of the original contract
TXN - Contract is the result of Tax Id change to a different person (different tax id, different person)
TXC - Contract is the result of Tax Id change to the same person (different tax id, same person - e.g. typo in tax id)
971 - Contract is the result of a CCC-971 transfer process

Contract Status:
AP - Approved
DI - In Dispute

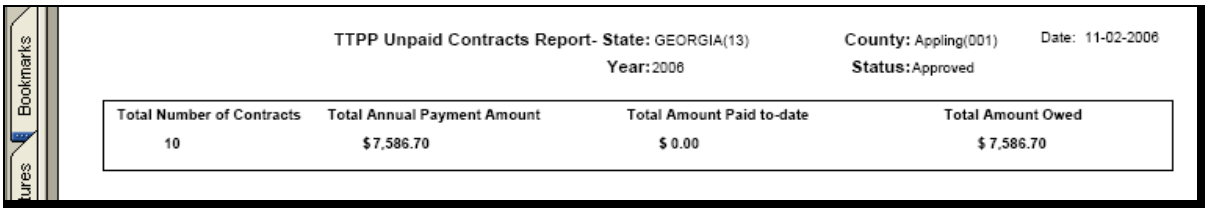
The following is an example of the TTPP Unpaid Contracts Report. The report is sorted by the last 6 digits of CCC-655/CCC-656 number, then crop code.



TTPP Unpaid Contracts Report- State: GEORGIA(13) County: Appling(001) Date: 11-02-2006
Year: 2006 Status: Approved

Contract Number	Contract Status	Approval Date	Contract Origin	Contract Type	Total Contract Amount	Annual Install-ments	Name	Tax ID/ Type	Annual Payment Amount	Amount Paid	Amount Owed
999999999999	AP	07/12/2005	ORG	QH	$3,101.00	10	JOHN DOE	*****XXXX(3)	$310.10	$0.00	$310.10
999999999999	AP	07/13/2005	ORG	PR	$16,912.00	10	JOHN DOE	*****XXXX(3)	$1,691.20	$0.00	$1,691.20
999999999999	AP	07/12/2005	ORG	QH	$16,912.00	10	JOHN DOE	*****XXXX(3)	$1,691.20	$0.00	$1,691.20
999999999999	AP	09/23/2006	ORG	QH	$1,400.00	10	JOHN DOE	*****XXXX(3)	$140.00	$0.00	$140.00

The following is an example of TTPP Unpaid Contracts Report summary page.



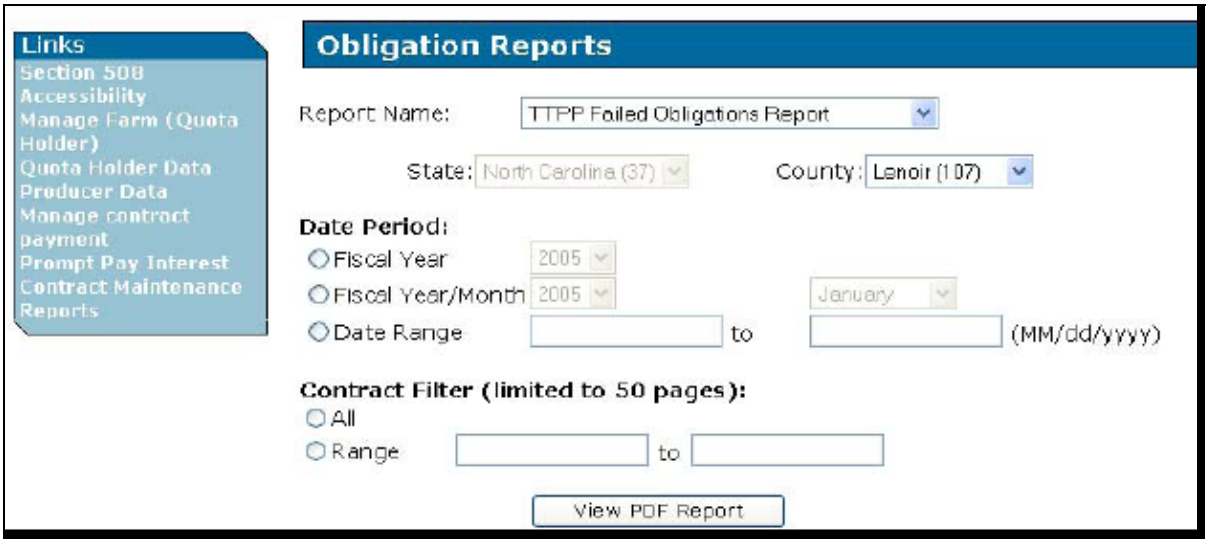
TTPP Unpaid Contracts Report- State: GEORGIA(13) County: Appling(001) Date: 11-02-2006
Year: 2006 Status: Approved

Total Number of Contracts	Total Annual Payment Amount	Total Amount Paid to-date	Total Amount Owed
10	$7,586.70	$ 0.00	$ 7,586.70

68 Automated Reports (Continued)

J Obligation Reports Screen

To access obligation reports, on Report Selection Criteria Screen, CLICK "**Obligation Reports**". The following is an example of the Obligation Reports Screen that will be displayed when accessed by a State user. The State and County fields will be populated based on the user's access rights.



When users access the Obligation Report Screen the Date Period and Contract Filter (limited to 50 pages) fields will **not** be editable until users click a criteria radio button. For example, if the user clicks the Fiscal Year radio button the Fiscal Year drop-down menu will become editable.

Users **must** select a county, click a Date Period and Contract Filter radio button, and enter the necessary criteria to view a report. All reports will be sorted ascending by CCC-955/CCC-956 number and payment year.

The Date Period fields allow users to select FY, FY and month, or date range. Users may select Date Range and enter the same date in both date fields to select a single day.

Note: TTPP FY's are October 1 through September 30; therefore, if users click the Fiscal Year radio button and select "2007", the TTPP software will provide data for October 1, 2006, to September 30, 2007).

68 Automated Reports (Continued)

J Obligation Reports Screen (Continued)

Contract Filter fields allow users to select all CCC-955/CCC-956's or a range of CCC-955/CCC-956 numbers. The results of any obligation report using the Contract Filter field will be limited to 50 pages. If the output exceeds 50 pages, an error message will be displayed on the last page of the obligation report.

To obtain obligation reports, select a report and a county, click a Date Period and Contract Filter radio button, and CLICK "**View PDF Report**". The obligation report will be displayed in a new window.

Note: If users select the TTPP Open Obligations Summary Report or TTPP Obligation Summary Report, the Obligations Summary Reports Screen will be displayed. See subparagraphs P for instructions on running summary reports.

IF a…	THEN…
county user	• State field will default to their State and **not** be editable • County field will only allow the user to select a county the user has authority to view • if the user has authority to view only 1 county, the County field will default to their county and **not** be editable.
State user	• State field will default to their State and **not** be editable • County field will allow the user to select any county in the State.
national user	• State field will allow the user to select any State • County field will allow the user to select any county in the State displayed in the State field.

68 Automated Reports (Continued)

K TTPP Failed Obligations Report

The TTPP Failed Obligations Report will include an obligation error description for each reason an obligation request failed. A single obligation request may have multiple records in the report. Once the obligation transaction is successful, it will no longer be displayed on the report. If the date the obligation request failed falls within the Date Period entered by the user, the obligation request will be included in the report.

This table provides descriptions for all fields in the TTPP Failed Obligations Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Obligation Action	Establish, adjust, de-obligate, or liquidate.
Obligation Amount	Amount of the obligation request.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Request Failure Date	Date the obligation request failed.
Obligation Error Description	Description of the error.

68 Automated Reports (Continued)

L TTPP Established Obligations Report

The TTPP Established Obligations Report will include all establish obligation transactions that have been successfully established in the OMS system. If the date the obligation was successfully established in the OMS system falls within the Date Period entered by the user, the obligation will be included in the report.

This table provides descriptions for all fields in the TTPP Established Obligations Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Obligation Amount	Sum of established/adjusted obligation amounts for a payment year.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Establishment Date	Date obligation was successfully established.

M TTPP Open Obligations Report

The TTPP Open Obligations Report will include all establish obligation transactions that have been successfully established in the OMS system, but have **not** been fully paid (partially paid payment years will be included in the report). If the date the obligation was successfully established in the OMS system falls within the Date Period entered by the user, the obligation will be included in the report.

This table provides descriptions for all fields in the TTPP Open Obligations Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Obligation Amount	Sum of established/adjusted obligation amounts for a payment year.
Liquidated Amount	Sum of all payments for the payment year.
Open Amount	Remaining open obligation amount.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Establishment Date	Date obligation was successfully established.

68 Automated Reports (Continued)

N TTPP Fulfilled Obligations Report

The TTPP Fulfilled Obligations Report will include all establish obligation transactions that have been successfully established in the OMS system and have been fully paid (partially paid payment years will be included in the report). If the date the obligation was fully paid in the OMS system falls within the Date Period entered by the user, the obligation will be included in the report.

This table provides descriptions for all fields in the TTPP Fulfilled Obligations Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Liquidated Amount	Sum of all payments made for the payment year.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Establishment Date	Date obligation was successfully established.
Liquidation Date	Date obligation was liquidated in the OMS system.

O TTPP Obligation Adjustment Report

The TTPP Obligation Adjustment Report will display all obligation adjustment transactions (increases or decreases) that have been successfully completed in the OMS system. If the date the obligation adjustment request was sent to OMS system falls within the Date Period entered by the user, the obligation will be included in the report.

This table provides descriptions for all fields in the TTPP Obligation Adjustment Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Original Obligation Amount	Amount the obligation was originally created for in the OMS system.
Obligation Adjustment Amount	Amount of the obligation adjustment.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Establishment Date	Date obligation was successfully established.
Obligation Adjustment Date	Date of obligation adjustment transaction in the OMS system.

68 Automated Reports (Continued)

P TTPP De-Obligation Report

The TTPP De-Obligation Report will include all obligation transactions that were established and then de-obligated (cancelled) in the OMS system. If the date the de-obligation request was sent to OMS system falls within the Date Period entered by the user, the obligation will be included in the report.

Note: Partially paid CCC-955/CCC-956's that are in VC status would **not** be on the report for any partially paid payment year; these are **not** de-obligated, they are adjusted down to the paid amount.

TTPP De-Obligation Report

State: GEORGIA **County:** Berrien

Date Range: 10/1/2007 to 9/30/2008 **Fiscal Year :** 2008

Contract Number	Payment Year	Original Obligation Amount	Contract Approval Date	Obligation Establishment Date	Obligation De-Obligation Date
999999999991	2007	$ 2.50	02-28-2008	02-28-2008	02-28-2008
999999999992	2007	$ 0.20	02-28-2008	02-28-2008	02-28-2008
999999999993	2007	$ 46.20	02-29-2008	02-29-2008	02-29-2008
999999999993	2008	$ 46.20	02-29-2008	02-29-2008	02-29-2008
999999999994	2008	$ 31.40	02-29-2008	02-29-2008	02-29-2008
999999999995	2007	$ 249.90	03-06-2008	03-06-2008	03-06-2008
999999999995	2008	$ 249.90	03-06-2008	03-06-2008	03-06-2008
999999999996	2008	$ 453.60	03-06-2008	03-06-2008	03-06-2008

Total : 47

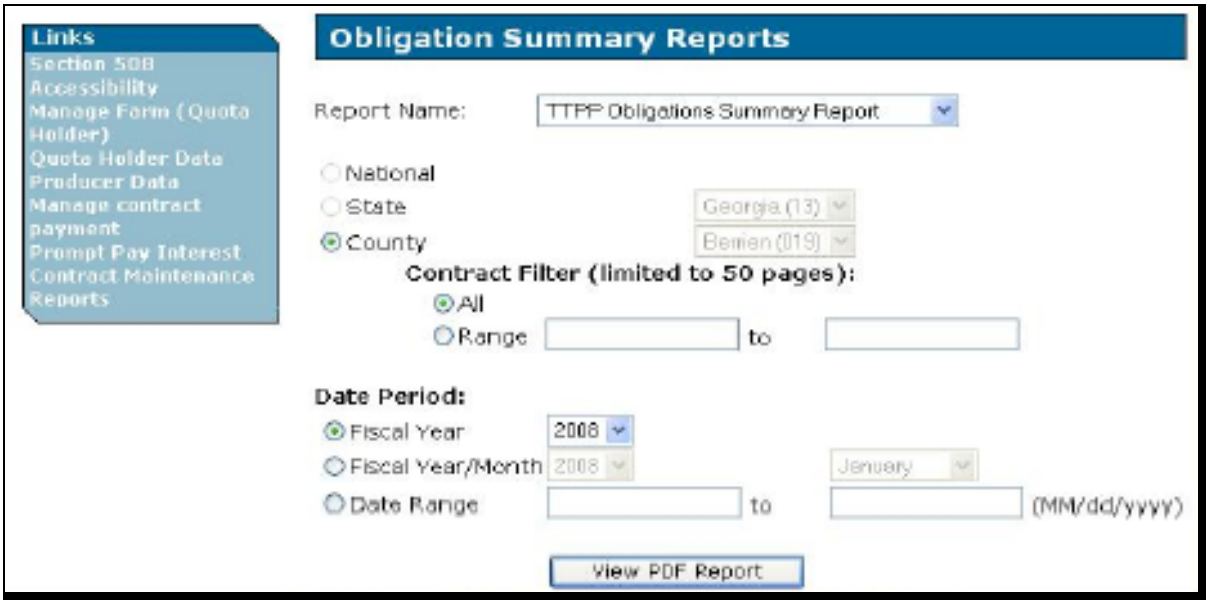
This table provides descriptions for all fields in the TTPP De-Obligation Report.

Report Field	Description
Contract Number	CCC-955/CCC-956 number.
Payment Year	TTPP payment year.
Original Obligation Amount	Amount obligation was originally created for in the OMS system.
Contract Approval Date	Date CCC-955/CCC-956 was approved.
Obligation Establishment Date	Date obligation was successfully established.
Obligation De-Obligation Date	Date obligation was de-obligated.

68 Automated Reports (Continued)

Q Obligation Summary Reports

The following is an example of the Obligation Summary Reports Screen when accessed by a State user. The State and County fields will be populated based on the user's access rights.



IF a…	THEN…
county user	• State field will default to their State and **not** be editable • County field will only allow user to select a county user has authority to view • if user has authority to view only 1 county, the County field will default to their county and **not** be editable.
State user	• State field will default to their State and **not** be editable • County field will allow user to select any single county in the State.
national user	• National field will allow user to run a report for all States • State field will allow user to select any single State and run a report for all counties in the State • County field will allow user to select any single county in the State displayed in the State field.

68 Automated Reports (Continued)

Q Obligation Summary Reports (Continued)

IF radio button clicked is…	THEN the report will be displayed with a…
County	county summary with CCC-955/CCC-956 summary rows.
State	State summary with county summary rows.
National	national summary with State summary rows.

When user accesses the Obligation Summary Reports Screen the Date Period and Contract Filter fields will **not** be editable until user selects a radio button. For example, if the user clicks the Fiscal Year radio button, the Fiscal Year drop-down menu will become editable. Users **must** select either a Date Period or Contract Filter radio button and enter the necessary criteria to view a report. Contract Filter fields will only be displayed when the user clicks the County radio button.

Note: TTPP FY's are October 1 through September 30; therefore, if users click the Fiscal Year radio button and select "2007", the TTPP software will provide data for October 1, 2006, to September 30, 2007).

Users **must** select the desired report from the Report Name field; select the appropriate National, State, or County criteria, a "Date Period", and CLICK "**View PDF Report**". The report will be displayed in a new window.

Note: If the user selects any report other than the TTPP Open Obligations Summary Report or the TTPP Obligation Summary Report, the Obligations Reports Screen will be displayed. See subparagraph Q for instructions on these reports.

68 Automated Reports (Continued)

R TTPP Open Obligation Summary Report

The TTPP Open Obligation Summary Report will display summary information for all open obligation transactions for the date period entered.

TTPP Open Obligation Summary Report

State: GEORGIA **County:** Berrien

Date Range: 10/1/2007 to 9/30/2008 **Fiscal Year :** 2008

Contract Number	Beginning Open Obligations Balance	New Obligations Established	Adjustments Upward/Downward	De-Obligations (Cancelled)	Liquidations (Passed to NPS)	Ending Open Obligations Balance
999999999981	$ 0.00	$ 5.60	$ 0.00	$ 0.00	$ 0.00	$ 5.60
999999999982	$ 0.00	$ 284.20	$ 0.00	-$ 142.10	$ 142.10	$ 0.00
999999999983	$ 10.00	$ 40.00	$ 0.00	$ 0.00	$ 20.00	$ 30.00
999999999984	$ 0.00	$ 80.00	$ 0.00	$ 0.00	$ 0.00	$ 80.00
999999999985	$ 0.00	$ 361.20	$ 0.00	$ 0.00	$ 180.60	$ 180.60
999999999986	$ 0.00	$ 30.00	$ 0.00	$ 0.00	$ 15.00	$ 15.00
999999999987	$ 0.00	$ 40.00	$ 0.00	$ 0.00	$ 0.00	$ 40.00
999999999988	$ 0.00	$ 33.30	$ 0.00	$ 0.00	$ 0.00	$ 33.30
999999999989	$ 0.00	$ 887.60	$ 0.00	$ 0.00	$ 221.90	$ 665.70
999999999990	$ 0.00	$ 1,111.60	$ 0.00	$ 0.00	$ 0.00	$ 1,111.60
999999999991	$ 0.00	$ 665.70	$ 0.00	$ 0.00	$ 0.00	$ 665.70
999999999992	$ 0.00	$ 446.60	$ 0.00	$ 0.00	$ 0.00	$ 446.60
999999999993	$ 10.00	$ 10.00	$ 0.00	$ 0.00	$ 10.00	$ 10.00
999999999994	$ 0.00	$ 56.70	$ 0.00	$ 0.00	$ 0.00	$ 56.70
999999999995	$ 56.70	$ 56.70	$ 0.00	$ 0.00	$ 56.70	$ 56.70
Total :	**$ 9,075.00**	**$ 62,332.65**	**-$ 8,951.80**	**-$ 1,584.60**	**$ 15,115.20**	**$ 45,756.05**

68 Automated Reports (Continued)

R TTPP Open Obligation Summary Report (Continued)

This table provides descriptions for all fields in the TTPP Open Obligation Summary Report, with varied descriptions based on whether initiated by a county, State, or national user.

Report Field	Description
Contract Number, County, or State	CCC-955/CCC-956 number if a county level report, county name if a State level report, and State name if a national level report.
Beginning Open Obligations Balance	Net sum of all obligations/adjustments for CCC-955/CCC-956, county, or State at the beginning date of the time period selected less the sum of the liquidated amounts at the beginning date of the time period selected.
New Obligations Established	Sum of all establish obligation transactions for CCC-955/CCC-956, county, or State during the time period selected.
Adjustments Upward/Downward	Net sum of all obligation adjustment amounts for CCC-955/CCC-956, county, or State during the time period selected.
De-Obligations	Sum of all de-obligation transactions for CCC-955/CCC-956, county, or State during the time period selected.
Liquidations	Sum of all liquidation transactions for CCC-955/CCC-956, county, or State during the time period selected.
Ending Open Obligations Balance	Beginning Open Obligations Balance plus New Obligations Established, plus net sum of Adjustments less De-Obligations, minus Liquidations for a county or a State during the time period selected.

68 Automated Reports (Continued)

S TTPP Obligation Summary Report

The TTPP Obligations Summary Report will include summary information for all obligation transactions for the Date Period selected.

TTPP Obligations Summary Report

State: GEORGIA **County:** Berrien

Date Range: 10/1/2007 to 9/30/2008 **Fiscal Year :** 2008

Contract Number	Beginning Obligations Balance	New Obligations Established	Adjustments Upward/Downward	De-Obligations	Ending Obligations Balance
999999999991	$ 0.00	$ 749.70	$ 0.00	-$ 499.80	$249.90
999999999992	$ 0.00	$ 907.20	$ 0.00	-$ 453.60	$453.60
999999999993	$ 0.00	$ 887.60	$ 0.00	$ 0.00	$887.60
999999999994	$ 0.00	$ 1,111.60	$ 0.00	$ 0.00	$1,111.60
999999999995	$ 0.00	$ 665.70	$ 0.00	$ 0.00	$665.70
999999999996	$ 0.00	$ 446.60	$ 0.00	$ 0.00	$446.60
999999999997	$ 0.00	$ 10.00	$ 0.00	$ 0.00	$10.00
999999999998	$ 0.00	$ 56.70	$ 0.00	$ 0.00	$56.70
999999999999	$ 0.00	$ 56.70	$ 0.00	$ 0.00	$56.70
Total :	**$ 0.00**	**$ 77,196.50**	**-$ 8,951.80**	**-$ 4,395.50**	**$63,849.20**

This table provides descriptions for all fields in the TTPP Obligations Summary Report with varied descriptions based on whether initiated by a county, State, or national user.

Report Field	Description
Contract Number, County, or State	CCC-955/CCC-956 number if a county level report, county name if a State level report, and State name if a national level report.
Beginning Obligations Balance	Net sum of all obligations/adjustments for CCC-955/CCC-956, county, or State at the beginning of the month or current date selected.
New Obligations Established	Sum of all establish obligation transactions for CCC 955/CCC-956, county, or State during the month or current date selected.
Adjustments Upward/Downward	Net sum of all obligation adjustments for CCC-955/CCC-956, county, or State during the month or current date selected.
De-Obligations	Sum of all de-establish obligation transactions for CCC-955/CCC-956, county, or State during the month or current date selected.
Ending Obligations Balance	Beginning Obligations Balance plus New Obligations Established, plus net sum of Adjustments, less De-Obligations for a county or State during the time period selected.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

Following is the report required in this handbook.

Report Control Number	Title	Reporting Period	Submission Date	Negative Report	Reference
CCC-975 (RPT-I-00-TB-07-01)	County Office Report Quarterly Report of Contracts Pending Termination or BQL Decrease	Quarterly	January 15, April 15, July 15, and October 15	**Yes**	4, 26
CCC-976 (RPT-I-00-TB-07-02)	State Office Report Quarterly Report of Contracts Pending Termination or BQL Decrease	Quarterly	January 31, April 30, July 31, and October 31	**Yes**	4, 26

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 (Includes AD-1026 Appendix)		43
CCC-36	Assignment of Payment		51
CCC-770 TTPP	Tobacco Transition Payment Program (TTPP) Payment Checklist		2, 24, 31, 43

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-955	Tobacco Transition Payment Quota Holder Contract	61	Text
CCC-955 Appendix	Appendix to Form CCC-955, Tobacco Transition Payment Quota Holder Contract		22, 23
CCC-955A	BQL Second Party Review Checklists, Quota Holder		23, 36
CCC-956	Tobacco Transition Payment Producer Contract	61	Text
CCC-956 Appendix	Appendix to Form CCC-956, Tobacco Transition Producer Contract		22, 23
CCC-956A	BQL Second Party Review Checklists, Producer		23, 45, 46
CCC-959	Tobacco Transition Payment Program Assignment of Payment		51, 63, 64, 66
CCC-960	Tobacco Transition Payment Program Notification of Contract Approval and Appeal Rights	62	23, 64
CCC-961	Tobacco Transition Payment Program Real Estate Tax Certification		32
CCC-962	Tobacco Transition Payment Program Successor-In-Interest Contract	53	31
CCC-963	Tobacco Transition Payment Program Account Registration		53
CCC-971/ CCC-971A	Transfer of Tobacco Transition Payment Program Contracts Exempt from Maximum Discount Rate (Includes CCC-971A Continuation Sheet for Transfer of Contracts Exempt from Maximum Discount Rate)	52	24, 43, 61, 63, 65-67
CCC-973	Tobacco Transition Payment Program (TTPP) Farm Load		2, 3
CCC-975	County Office Report Quarterly Report of Contracts Pending Termination or BQL Decrease		4, 26
CCC-976	State Office Report Quarterly Report of Contracts Pending Termination or BQL Decrease		4, 26
FSA-211	Power of Attorney		22
FSA-375 S&P (Burley)	Sale and Purchase of Burley Tobacco Quota **1/**		32
FSA-375 S&P (Flue-Cured)	Sale and Purchase of Flue-Cured Tobacco Quota **1/**		32
FSA-578	Report of Acreage		41, 42

1/ These forms are obsolete; however, FSA-375 S&P's signed in 2004 may still be in effect.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are **not** listed in 1-CM.

Approved Abbreviation	Term	Reference
AO	CCC-955/CCC-956 Approved - Pending Obligation	62, 64, 65
AP	CCC-955/CCC-956 Approved	23, 24, 26, 52, 62-67
CL	CCC-955/CCC-956 Cancelled	4, 63-66
CO	CCC-955/CCC-956 Cancel - Pending De-Obligation	63-65
CP	CCC-955/CCC-956 Complete	23, 63-65
DC	CCC-955/CCC-956 In Dispute - Rescind Signed Payment - Pending Obligation Adjustment	Ex. 15
DFR	designated farm of record	43, 45
DI	CCC-955/CCC-956 In Dispute	23, 24, 26, 52, 62-67
EIN	employer identification number	3, 22, 52
PMO, POG	Payment Management Office, Payment Operations Group, FSC	67
IO	CCC-955/CCC-956 Involuntary Termination Pending De-Obligation	63, 65
IT	CCC-955/CCC-956 Involuntary Termination	2, 22, 63, 65, 66
ITS-TSD	International Technology Services - Technical Support Division, OCIO, USDA	64
MDR	maximum discount rate	51
NTPC	National Tobacco Processing Center	2, 31
OMS	Obligation Management Service	68
PE	CCC-955/CCC-956 Pending	2, 23, 63-65
PO	CCC-955/CCC-956 Pending - Pending De-Obligation	63-65
SI	CCC-955/CCC-956 Sold	63-66
SII	successor-in-interest	43, 53
TO	CCC-955/CCC-956 Voluntary Termination Pending De-Obligation	63, 65
VC	CCC-955/CCC-956 Voluntary Cancellation	65, 66, 68
VT	CCC-955/CCC-956 Voluntary Termination	63, 65, 66

Redelegations of Authority

CED may redelegate authority to the tobacco program technician for making CCC-955/CCC-956 determinations and appeal right notifications.

Definitions of Terms Used in This Handbook

Actual Marketings

Actual marketings mean tobacco that was disposed of in raw or processed form by voluntary or involuntary sale, barter or exchange, or by gift between living persons.

Actual Undermarketings

Actual undermarketings mean the amount by which the effective quota is more than the amount of tobacco marketing.

Assignee

Assignee means the person designated by a tobacco quota holder or tobacco producer on the correct CCC form to receive a payment to be made by CCC under TTPP.

Assignor

Assignor means the owner of a farm, or a producer on a farm, who has been determined by CCC to be eligible for a payment that has elected to assign to another person on the correct CCC form, the payment to be made by CCC under TTPP.

Average Production Yield

Average production yield means, for each type of tobacco other than burley (type 31) and flue-cured (types 11-14), the average of the production of a type of tobacco in a county, on a per acre basis, for the 2001, 2002, and 2003 crop years. For quota holders only, if **no** records are available to provide the average production of a type of tobacco in the county, the average production yield established by NASS for the 2002 marketing year for the applicable type of tobacco.

Definitions of Terms Used in This Handbook (Continued)

Basic Allotment

Basic allotment means the factored allotment plus and minus permanent adjustments.

Basic Quota

Basic quota means the factored quota plus permanent adjustments.

BQL

BQL means the payment pounds as determined under TTPP.

Claim

Claim means any amount of money determined by any Federal agency to be owed by a tobacco quota holder or a tobacco producer to the United States, or any agency or instrumentality thereof that has been the subject of a completed debt collection activity that is in compliance with the Debt Collection Improvement Act of 1996.

Considered Planted

Considered planted means tobacco that was planted but failed to be produced because of a natural disaster, as determined by CCC.

Contract

Contract means CCC-955 and CCC-956.

Contract Payment

Contract payment means a payment made under TTPP entered into under TTPP.

Definitions of Terms Used in This Handbook (Continued)

Disaster Lease

Disaster lease means, as approved by FSA, a written transfer by lease under certain natural disaster conditions of flue-cured or burley tobacco when the transferring farm has suffered a loss of production because of drought, excessive rain, hail, wind, tornado, or other natural disasters. A disaster transfer of:

- flue-cured tobacco **must** have occurred **after** June 30 and **on or before** November 15
- burley tobacco **must** have occurred **after** July 1 and **on or before** February 16 of the following calendar year.

Effective Allotment

Effective allotment means the basic farm allotment plus or minus temporary adjustments.

Effective Quota

Effective quota means the current marketing year farm marketing quota plus or minus any temporary quota adjustments.

Effective Undermarketings

Effective undermarketings means the smaller of the actual undermarketings or the sum of the previous marketing year's basic quota plus pounds of quota temporarily transferred to the farm for the previous marketing year.

Definitions of Terms Used in This Handbook (Continued)

Eligible Quota Holder

Eligible quota holder means only a person who, as of October 22, 2004, has either a fee simple interest or life estate interest in a farm for which FSA established a farm basic marketing quota for the 2004 marketing year. An eligible quota holder does **not** include any other person who: claims a lien, security interest, or other similar equitable interest in the farm or in any person asset of the owner of the farm or a producer on the farm; or who may have caused any such marketing quota to have been transferred to the farm.

Eligible Producer

Eligible producer means an owner, operator, landlord, tenant, or sharecropper who shared in the risk of producing tobacco on a farm where tobacco was produced, or considered planted, pursuant to a tobacco poundage quota or acreage allotment assigned to the farm for the 2002, 2003 or 2004 marketing years.

Experimental Tobacco

Experimental tobacco means tobacco grown by or under the direction of a publicly-owned agricultural experiment station for experimental purposes.

Definitions of Terms Used in This Handbook (Continued)

Factored Allotment

Factored allotment means allotment that has been factored to equate it to the 2002 basic allotment level.

Factored Quota

Factored quota means quota that has been factored to equate it to the 2002 BQL.

Family Member

Family member means a parent; grandparent or great grandparent; child, including legally adopted children, grandchild, or great-grandchild; spouse; or sibling of a tobacco quota holder or tobacco producer.

Farm

Farm means a farm as defined in 3-CM.

FY

FY means the 12-month period from October 1 through September 30.

Definitions of Terms Used in This Handbook (Continued)

Marketing Year

Marketing year means, for:

- flue-cured tobacco, the period beginning July 1 of the current year and ending June 30 of the following year

- other than flue-cured tobacco, the period beginning October 1 of the current year and ending September 30 of the following year.

New Farm

New farm means a farm for which a basic marketing quota was established for the 2003 or 2004 marketing year from the national reserve that is set aside for basic marketing quota purposes from the national marketing quota established for the applicable marketing year for the kind of tobacco.

Overmarketings

Overmarketing means the pounds by which the pounds marketed exceed the effective marketing quota.

Payment Year

Payment year means October 1 through September 30 each FY.

Definitions of Terms Used in This Handbook (Continued)

Share in the Risk of Production

Share in the risk of production means having a direct financial interest in the successful production of a crop of tobacco through ownership of a direct share in the actual proceeds derived from the marketing of the crop, which share is conditional upon the success of that marketing.

Successor-in-Interest (SII)

SII means the person or legal entity who has assumed all rights and obligations of a quota holder or producer arising under TTPP by executing CCC-955/CCC-956.

Temporary Quota Adjustment

Temporary quota adjustment means adjustments made by FSA under the marketing quota program for any of the following:

- effective undermarketings
- overmarketings from any prior marketing year
- reapportioned quota from quota released from farms in the eminent domain pool
- quota transferred by lease or by owner, for all kinds of tobacco except flue-cured and cigar tobacco; except for flue-cured disaster leases
- violations of the provisions of the marketing quota or price support programs.

Definitions of Terms Used in This Handbook (Continued)

Tobacco

Tobacco means the following kinds of tobacco: burley tobacco (type 31); cigar-filler and cigar-binder tobacco (types 42, 43, 44, 53, 54, and 55); dark air-cured tobacco (types 35 and 36); fire-cured tobacco (types 21, 22, and 23); flue-cured tobacco (types 11, 12, 13, and 14); and Virginia sun-cured tobacco (type 37).

TTPP Year

TTPP year means FY.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	BQL Correction	63, 66
	BQL Correction on Pending Contract	63
	BQL Correction Update Successful	63, 66
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CCC-955/CCC-956 Status Codes

The following table provides CCC 955/CCC 956 status codes and descriptions.

Status Code	Description
AA	Approved - Pending Annual Batch Obligation
AC	Approved - Rescind Signed Payment - Pending Obligation Adjustment
AF	Approved - Obligation Complete
AO	Approved - Pending Obligation
AP	Approved
CL	Cancelled
CO	Cancel - Pending De-Obligation
CP	Complete
DA	In Dispute - Pending Annual Batch Obligation
DC	In Dispute - Rescind Signed Payment - Pending Obligation Adjustment
DI	In Dispute
IO	Involuntary Termination Pending De-Obligation
IT	Involuntary Termination
PE	Pending
PO	Pending - Pending De-Obligation
SC	Cancel Sold – Pending Re-Obligation
SI	Sold
SO	Sold Pending De-Obligation
TO	Voluntary Termination Pending De-Obligation
VC	Voluntary Cancellation
VO	Voluntary Cancellation Pending De-Obligation
VT	Voluntary Termination