

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Tobacco Transition Payment Program**  
**16-TB**

**Amendment 2**

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



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**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.

**Amendment Transmittal (Continued)**

**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.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-1 through 1-4 1-7, 1-8 2-5, 2-6 2-11, 2-12 2-15 through 2-18 2-21 through 2-24 2-25 2-26 (remove) 2-27, 2-28 (remove) 4-7, 4-8 5-1 through 5-4 5-7, 5-8 6-37 through 6-40 6-49 through 6-60 6-77 through 6-84	1, pages 1, 2 page 3

**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.

<b>IF the questions are about....</b>	<b>THEN see...</b>
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.
acreage reports and compliance	*--2-CP.--*
HELC and WC provisions	6-CP.
equitable relief	7-CP.
collections	3-FI.
interest rates	50-FI
claims	58-FI.
prompt payment interest	61-FI.
receivables	*--64-FI.--*
*--Freedom of Information Act--*	2-INFO.
privacy act	3-INFO.
County Office personnel management procedures about conflict of interest with official duties	22-PM.

## 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).

## 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)



## 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.

## 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 <b>not</b> required	<ul style="list-style-type: none"> <li>• CCC-955/CCC-956 shall be updated to AP status</li> </ul> <p><b>Important:</b> For CCC-955/CCC-956 to be updated to AP status, <b>all</b> the following conditions <b>must</b> be met:</p> <ul style="list-style-type: none"> <li>• the county <b>has</b> a signed CCC-955/CCC-956 with correct BQL</li> <li>• a second party review has been completed for <b>all</b> CCC-955/CCC-956's on the affected farm</li> <li>• CCC-955/CCC-956 holder meets <b>all</b> TTPP eligibility requirements.</li> </ul> <p><b>Note:</b> 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.</p> <ul style="list-style-type: none"> <li>• CCC-960 shall be updated to "<b>not applicable</b>" status.</li> </ul>
are required	<ul style="list-style-type: none"> <li>• enter modified BQL on CCC-955/CCC-956</li> <li>• update CCC-955/CCC-956 to PE status</li> <li>• print CCC-955/CCC-956 for signature</li> <li>• when the new/resulting CCC-955/CCC-956 is signed, CCC-960 shall be:                             <ul style="list-style-type: none"> <li>• created</li> <li>• updated to "<b>mailed</b>" status</li> <li>• mailed to the quota holder or producer for signature.</li> </ul> </li> </ul> <p><b>Note:</b> If the signed CCC-960 is <b>not</b> returned, a 30-calendar-day waiting period for payment will apply.</p>

**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.--\*



## 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	<p>*--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:--*</p> <ul style="list-style-type: none"> <li>• allows the initial notification letter to be issued</li> <li>• starts the clock for the following:                             <ul style="list-style-type: none"> <li>• automated demand letter to be issued in 30 calendar days</li> <li>• *--receivable to be subject to TOP in 90 calendar days.--*</li> </ul> </li> </ul> <p><b>Note:</b> Calculate CCC-955/CCC-956 amount for the receivable using the following formulas:</p> <ul style="list-style-type: none"> <li>• Quota Holder; <math>(\text{CCC-955 BQL} \times \\$7 \div 10) \times \text{Number of CCC-955 Installments}</math></li> <li>• Producer; <math>(\text{CCC-956 BQL} \times \\$1 \div 10) \times \text{Number of CCC-956 Installments}</math>.</li> </ul>
2	<p>*--When a payment is received, follow 64-FI to apply the payment to the receivable.--*</p>
* * *	* * *

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 <b>all</b> 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.  <b>Note:</b> This will create all necessary receivables for past payments.
4	*--Apply the payment to the receivables according to 64-FI.--*  <b>Note:</b> CCC-955/CCC-956 owner <b>must</b> 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	<p>*--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:--*</p> <ul style="list-style-type: none"> <li>• allows the initial notification letter to be issued</li> <li>• starts the clock for the automated demand letter to be issued in 30 calendar days</li> <li>•*--allows the receivable to be subject to TOP in 90 calendar days.--*</li> </ul> <p><b>Note:</b> Calculate BQL reduction amount for the receivable using the following formulas:</p> <ul style="list-style-type: none"> <li>• Quota Holder; <math>(\text{CCC-955 BQL} \times \\$7 \div 10) \times \text{Number of CCC-955 Installments}</math></li> <li>• Producer; <math>(\text{CCC-956 BQL} \times \\$1 \div 10) \times \text{Number of CCC-956 Installments}</math>.</li> </ul>
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	<p>*--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:--*</p> <ul style="list-style-type: none"> <li>• allows the initial notification letter to be issued</li> <li>• starts the clock for the automated demand letter to be issued in 30 calendar days</li> <li>•*--allows the receivable to be subject to TOP in 90 calendar days.--*</li> </ul> <p><b>Note:</b> Calculate BQL reduction amount for the receivable using the following formulas:</p> <ul style="list-style-type: none"> <li>• Quota Holder; <math>(\text{CCC-955 BQL} \times \\$7 \div 10) \times \text{Number of CCC-955 Installments}</math></li> <li>• Producer; <math>(\text{CCC-956 BQL} \times \\$1 \div 10) \times \text{Number of CCC-956 Installments}</math>.</li> </ul>
*--4	If a Treasury check that has <b>not</b> been endorsed is returned, the County Office must request a replacement check be issued back to the County Office according to 1-FI.
5	<p>Apply the payment to the receivable according to 64-FI.</p> <p><b>Note:</b> County Offices must <b>not</b> write-off, withdraw, or compromise these debts. Contact PSD through the State Office with any questions about debts.</p>
6	<p>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:</p> <ul style="list-style-type: none"> <li>• County Office <b>must</b> submit a remedy ticket to increase the total farm BQL</li> </ul> <p><b>Note:</b> The request <b>must</b> include documentation that the receivables have been collected.</p> <ul style="list-style-type: none"> <li>• PSD <b>must</b> approve the remedy ticket to increase the total farm BQL <b>before</b> the--* County Office increases BQL.</li> </ul>

27-30 (Reserved)



## 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.



## 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](http://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. <u>Family member</u> 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	<p>CCC-955/CCC-956 can be transferred to the surviving spouse upon presentation of a death certificate, <b>without</b> regard to any will or other document by CCC-955/CCC-956 holder.</p> <p>If there is no surviving spouse, CCC-955/CCC-956 <b>must</b> 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.</p> <p><b>Note:</b> If the CCC-971 reason is “Reason of Death” and the beneficiary is an estate, the estate <b>must</b> exist in SCIMS with EIN or the CCC-955/CCC-956 holder’s TIN (see 1-CM for establishing an estate in SCIMS).</p>
Permanent Quota Assignment	CCC-955/CCC-956 can be transferred to a party who had purchased a tobacco marketing quota <b>before</b> October 22, 2004, and had placed the quota on the CCC-955/CCC-956 holder’s farm with their consent <b>before</b> October 22, 2004, according to 7 CFR 723.216.
Dissolved Entity	<p>CCC-955/CCC-956 can be transferred to the members of the entity if the entity is dissolved. For entities dissolved <b>after</b> 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 <b>must</b> sign resulting CCC-955/CCC-956’s.</p> <p>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.”</p>

## 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.

## 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: <ul style="list-style-type: none"> <li>• CCC-959's are CCC-955/CCC-956 <b>specific</b></li> <li>• CCC-955/CCC-956's with the current CCC-959 is being corrected and canceled</li> <li>• a replacement CCC-955/CCC-956 will be issued</li> <li>• the assignors and assignees are responsible for executing CCC-959 for the replacement CCC-955/CCC-956 <b>before</b> the next payment disbursement.</li> </ul>
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)

**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**”.

<b>Links</b> <a href="#">Section 508 Accessibility</a> <a href="#">Manage Farm (Quota Holder)</a> <a href="#">Quota Holder Data</a> <a href="#">Producer Data</a> <a href="#">Manage contract payment</a> <a href="#">Prompt Pay Interest</a> <a href="#">Contract Maintenance Reports</a>	<b>Tax ID Change</b>														
	<p>Message: Tax Id change to different person requested; This is no longer allowed. If Voluntary or Involuntary Termination desired, utilize zero BQL change process.</p>														
	<p><b>Contract Info (CCC-956)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contract Number</td> <td>999999999999</td> </tr> <tr> <td>Customer Name</td> <td>SMITH FARMS</td> </tr> <tr> <td>Contract Status</td> <td>DI</td> </tr> <tr> <td>Tax ID</td> <td>333334321</td> </tr> <tr> <td>Tax ID Type</td> <td>E</td> </tr> <tr> <td>Annual Installments</td> <td>10</td> </tr> <tr> <td>Total Contract BQL</td> <td>2793</td> </tr> </table> <hr style="width: 50%; margin-left: 0;"/> <p style="color: purple; text-decoration: underline;">Search Customer From SCIMS</p> <p><b>Request to change customer</b></p> <p>Name: JONES FARMS          Tax id: 333331234          Tax id type: Employer Id</p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p>	Contract Number	999999999999	Customer Name	SMITH FARMS	Contract Status	DI	Tax ID	333334321	Tax ID Type	E	Annual Installments	10	Total Contract BQL	2793
Contract Number	999999999999														
Customer Name	SMITH FARMS														
Contract Status	DI														
Tax ID	333334321														
Tax ID Type	E														
Annual Installments	10														
Total Contract BQL	2793														

65 Automated CCC-971 Process

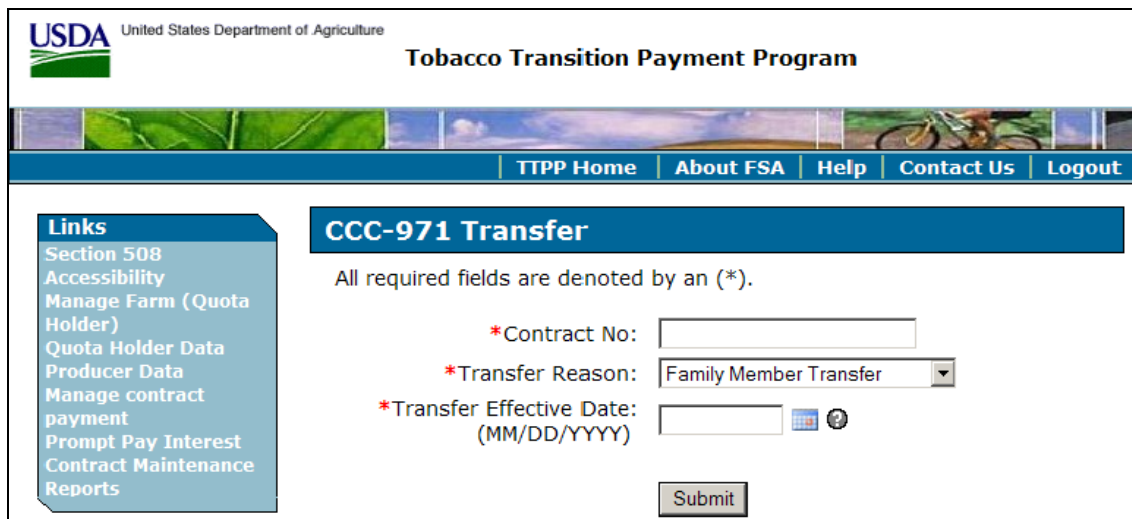
A Accessing CCC-971 Process

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 <b>not</b> exist in the TTPP software.
If the Transfer Reason is Dissolved Entity, the contract owner <b>must not</b> be an individual.	CCC-955/CCC-956 owner is <b>not</b> an individual.
If the Transfer Reason is Reason of Death, the contract owner <b>must not</b> be an entity.	CCC-955/CCC-956 owner is <b>not</b> 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 <b>not</b> 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 <b>not</b> 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 <b>not</b> 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 <b>cannot</b> be found in the TTPP software.
This contract has been sold. The contract <b>must</b> be in Approved or In Dispute Status to perform a 971 transfer.	CCC-955/CCC-956 status is SI.
Contract is <b>not</b> in Approved or Dispute Status. The contract <b>must</b> be in either approved or Dispute status to perform a 971 Transfer.	CCC-955/CCC-956 status is <b>not</b> 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 <b>not</b> be allowed on CCC-955/CCC-956 with fewer installments than there are years remaining in the TTPP software.
Contract Owner <b>not</b> found in SCIMS.	SCIMS record does <b>not</b> 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 <b>not</b> 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 <b>not</b> match the Tax ID *****9999 on the Contract.	CCC-955/CCC-956 owner's TIN in SCIMS does <b>not</b> 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 <b>not</b> fully paid in Year YYYY.	CCC-955/CCC-956 family has been paid in the year, but has <b>not</b> been paid in full.
Contract requires payment in Year YYYY.	CCC-955/CCC-956 family has <b>not</b> 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 <b>not</b> 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 <b>not</b> , "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 <b>not</b> equal the percent eligible based on subsidiary eligibility (such as all members are <b>not</b> eligible; if paid 40 percent of annual value than 40 percent of member ownership <b>must</b> 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 <b>not</b> Death of Existing Contract Holder.	CCC-955/CCC-956 family is <b>not</b> fully paid in the year, the Transfer Reason is <b>not</b> , "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 <b>not</b> 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 <b>not</b> , "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: <ul style="list-style-type: none"> <li>• <b>not</b> requested</li> <li>• <b>not</b> granted</li> </ul>	"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.

**Links**

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

Process CCC-971 Transfer

Contract Number	999999999999
Customer Name	JAMES H DOE
Contract Type	CCC-955
Contract Status	AP
Tax ID/Type	*****9995/S
Annual Installments	10
Total Contract BQL	587
Remaining BQL	0

---

Add Beneficiary

Tax id

Tax id type Social Security

BQL

Search Customer From SCIMS

Name	Tax ID/Type	BQL	Value	
JOHN J DOE	*****9991/S	200	\$1,400.00	<a href="#">Edit</a> <a href="#">Delete</a>
JANE H DOE	*****9992/S	300	\$2,100.00	<a href="#">Edit</a> <a href="#">Delete</a>
JOSEPH H DOE	*****9994/S	87	\$609.00	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total</b>		<b>587</b>	<b>\$4,109.00</b>	



## 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 <b>not</b> exist for the beneficiary.
Tax ID and type of new contract <b>must</b> come from the same State and county of the original contract.	Beneficiary does <b>not</b> 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 <b>cannot</b> be added again.
Valid tax ID needed.	TIN entered does <b>not</b> exist in SCIMS.
Valid BQL value is needed.	BQL for the beneficiary has <b>not</b> 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 <b>not</b> be less than 0.	Total BQL to be transferred <b>cannot</b> be negative.
Does <b>not</b> sum to original BQL.	The sum of all BQL's entered for the beneficiaries do <b>not</b> equal CCC-955/CCC-956 BQL being transferred.
<b>Cannot</b> perform 971 to same tax ID if tax ID type <b>not</b> “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 <b>not</b> “S”.
Transfer to same tax ID can only be done to estate; SCIMS does <b>not</b> have Bus type as 06 (Estate).	The single beneficiary entered has the same TIN as CCC-955/CCC-956 holder, but does <b>not</b> 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 <b>not</b> , follow SCIMS policy to correct duplicate SSN situations.	There are 2 SCIMS records with the same TIN. The potential duplicate records <b>must</b> be resolved <b>before</b> 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 <b>must</b> CLICK “Yes.” The following message will be displayed, “ <b>Contract cannot be transferred to estate if surviving spouse exists</b> ”, 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.

**Links**

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

**Process CCC-971 Transfer - Estate**

Contract Number 99999999111  
 Customer Name JERRY DOE  
 Contract Type CCC-956  
 Contract Status DI  
 Tax ID/Type \*\*\*\*\*8888/S  
 Annual Installments 7  
 Total Contract BQL 22

**Beneficiary Info**

Name	Tax ID/Type	Estate	BQL
JERRY DOE ESTATE	*****8888/E	100%	22

Requested 971 Transfer is assumed to be transfer to estate with name change only. Characteristics of transfer are:

- 100% of BQL transferred to new contract
- Name for contract is changed and will show as new name on all contracts owned by this person in TTPP screens. To transfer other contracts to the estate, follow same process as for the current transfer even though the name shows in the system as the estate

The following question must be answered:  
**Is there a surviving spouse?**

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.**”

**Links**  
 Section 50B  
 Accessibility  
 Manage Farm (Quota Holder)  
 Quota Holder Data  
 Producer Data  
 Manage contract payment  
 Prompt Pay Interest  
 Contract Maintenance Reports

**Process CCC-971 Transfer Dissolved Entity**

Contract Number 999999999990  
 Customer Name DOE FARMS  
 Contract Type CCC-956  
 Contract Status DI  
 Tax ID/Type \*\*\*\*\*9993/E  
 Annual Installments 9  
 Total Contract BQL 6548

Beneficiary Info				
Name	Tax ID/Type	Actual Share	BQL	New BQL
JANE DOE	*****9992/S	0.5	3274	3275
JOHN DOE	*****9991/S	0.5	3274	3273
<b>TOTAL</b>		<b>1.0</b>	<b>6548</b>	

Transfer Contract 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.

<b>Links</b> Section 508 Accessibility Manage Farm (Quota Holder) Quota Holder Data Producer Data Manage contract payment Prompt Pay Interest Contract Maintenance Reports	<b>Process CCC-971 Transferred Successful</b>																		
	Contract has been successfully transferred. 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).																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Tax Id/Type</th> <th style="text-align: left;">BQL</th> <th style="text-align: left;">Value</th> <th style="text-align: left;">New Contract Number</th> <th style="text-align: left;">New Contract Status</th> </tr> </thead> <tbody> <tr> <td>JANE DOE</td> <td>*****9992/S</td> <td>3275</td> <td>\$3275.00</td> <td>99999999930</td> <td>Pending – Pending De-Obligation</td> </tr> <tr> <td>JOHN J DOE</td> <td>*****9991/S</td> <td>3273</td> <td>\$3273.00</td> <td>99999999940</td> <td>Pending – Pending De-Obligation</td> </tr> </tbody> </table>	Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status	JANE DOE	*****9992/S	3275	\$3275.00	99999999930	Pending – Pending De-Obligation	JOHN J DOE	*****9991/S	3273	\$3273.00	99999999940	Pending – Pending De-Obligation
Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status														
JANE DOE	*****9992/S	3275	\$3275.00	99999999930	Pending – Pending De-Obligation														
JOHN J DOE	*****9991/S	3273	\$3273.00	99999999940	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			
<p>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.</p>			
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		
<b>Contract Origination</b>			
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		
<b>Apply prompt payment interest</b>			
Year	Yes	No	Flag Not Set
2006	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2007	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Tract Number	Tract Quota Pounds	Owner Quota Pounds
00009999	6548	3273
<b>Total</b>		3273

[View PDF](#)

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).

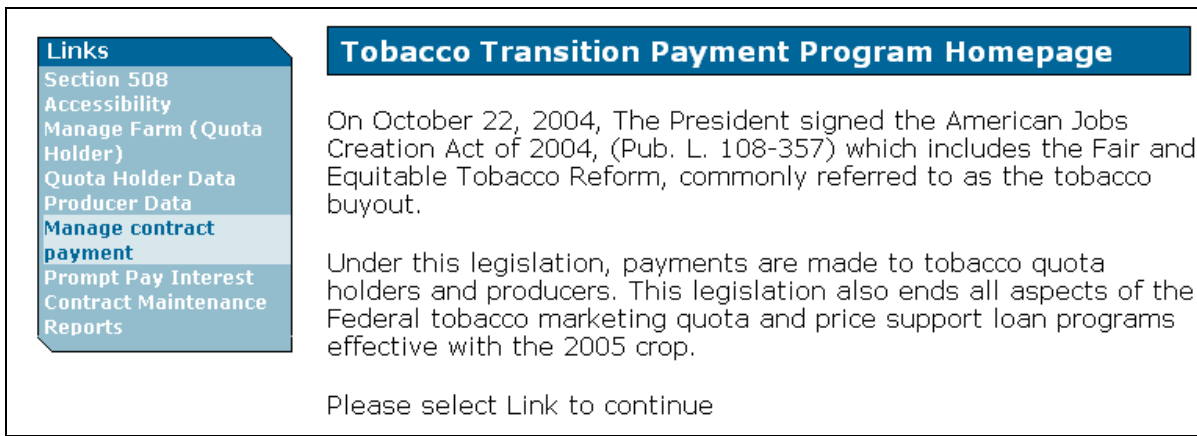
Tax ID	Contract BQL	Value	Contract Number	Contract Status
*****9999	107	\$749.00	999999999991	Cancel – Pending De-Obligation
*****9999	0	\$0.00	<a href="#">999999999992</a>	Voluntary Termination Pending De-Obligation

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: <ul style="list-style-type: none"> <li>• State and county codes</li> <li>• payment ID number</li> <li>• amount of payment</li> <li>• ACH/Direct Deposit issuance date</li> <li>• County Office mailing address.</li> </ul>
3	Cancel the payment through TTPP Manage Contract Payment according to subparagraph C. <b>Verify</b> 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.  <b>Note:</b> 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.

The screenshot shows a web interface titled "Manage Payment Inquiry". On the left is a "Links" sidebar with items like "Section 508 Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", "Contract Maintenance", and "Reports". The main content area is titled "Cancel Contract Payments" and contains the following form fields:

- Payment Year: 2007 (dropdown menu)
- Contract No.: 999999999999 (text input)
- County: Bedford (dropdown menu)
- Submit (button)

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.

Cancel Contract Payments																			
<div style="float: left; width: 25%; border: 1px solid black; padding: 5px;"> <b>Links</b>  <a href="#">Section 508 Accessibility</a>  <a href="#">Manage Farm (Quota Holder)</a>  <a href="#">Quota Holder Data</a>  <a href="#">Producer Data</a>  <a href="#">Manage contract payment</a>  <a href="#">Prompt Pay Interest</a>  <a href="#">Contract Maintenance Reports</a> </div> <div style="float: right; width: 75%;"> <p>Program year: 2005                      Contract No: 999999999999                      Contract Status: AP                      Tax Id and Type: 99999999 /S                      Contract holder name: JOHN DOE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Cancel</th> <th style="width: 20%;">Tax Id/Type</th> <th style="width: 20%;">Producer Name</th> <th style="width: 15%;">Amount</th> <th style="width: 35%;">Payment Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>****9999/S</td> <td>JOHN DOE</td> <td style="text-align: right;">\$224.70</td> <td>Prompt Pay Interest required</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>****9999/S</td> <td>JOHN DOE</td> <td style="text-align: right;">\$224.70</td> <td>Signed</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Previous"/> <input style="margin-left: 100px;" type="button" value="Submit"/> </p> </div>					Cancel	Tax Id/Type	Producer Name	Amount	Payment Status	<input checked="" type="checkbox"/>	****9999/S	JOHN DOE	\$224.70	Prompt Pay Interest required	<input checked="" type="checkbox"/>	****9999/S	JOHN DOE	\$224.70	Signed
Cancel	Tax Id/Type	Producer Name	Amount	Payment Status															
<input checked="" type="checkbox"/>	****9999/S	JOHN DOE	\$224.70	Prompt Pay Interest required															
<input checked="" type="checkbox"/>	****9999/S	JOHN DOE	\$224.70	Signed															

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**”.

<b>Error Code</b>	<b>Error Message</b>
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 <b>not</b> 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 <b>not</b> 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.

<b>Payment Status</b>	<b>Status Definition</b>
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.

**Cancel Contract Payments Confirmation**

Cancel the following payments?

Program year: 2005  
 Contract No: 999999999999  
 Contract Status: AP  
 Tax Id and Type: \*\*\*\*\*9999/(S)  
 Contract holder name: JOHN J DOE

Tax Id/Type	Producer Name	Amount	Payment Status
*****9999/(S)	JOHN J DOE	\$224.70	Prompt Pay Interest required
*****9999/(S)	JOHN J DOE	\$224.70	Signed

Continue Cancel

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.

**Links**

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

**Cancel Contract Payments Confirmation**

Payments have been signed in NPS, Create receivable for contract 999999999999?

Tax Id/Type	Producer Name	Amount
****9999(S)	JOHNJDOE	\$224.70

Yes No

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.

**Links**

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

**Cancel Contract Payments Result**

Program year: 2005  
Contract No: 999999999999

**The following unsigned payment request has been cancelled in TTPP and NPS.**

Tax Id/Type	Producer Name	Amount
*****9999 /S	JOHN J DOE	\$224.70

**The following signed payment has been cancelled by creating an offsetting receivable.**

Tax Id/Type	Producer Name	Amount
*****9999 /S	JOHN J DOE	\$224.70

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).

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 (HELIC) 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 <u>1</u> /		32
FSA-375 S&P (Flue-Cured)	Sale and Purchase of Flue-Cured Tobacco Quota <u>1</u> /		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.

