

For: FSA Offices

CCC-959, Tobacco Transition Payment Program (TTPP) Assignment of Payment

Approved by: Deputy Administrator, Management



1 Overview

A Background

The Fair and Equitable Tobacco Reform Act of 2004, Pub. L. 108-357, terminated the Federal tobacco marketing quota and price support loan programs effective with the 2005 crop year. The Act provides for eligible quota holders to receive TTPP payments beginning in FY 2005. Payments will be made in 10 annual installments ending in FY 2014. Notices TB-1123 and TB-1124 provided details on the program.

TTPP payments are eligible for assignment and will be recorded through the Financial Services web-based application by either the County Office, or from a producer's personal computer if a Level 2 e-Authentication user ID and password have been obtained.

B Purpose

This notice provides State and County Offices with information and instructions for CCC-959.

C Contact

State Offices with questions about:

- policies in this notice should contact Rodney Davis by e-mail at: **Rodney_Davis@wdc.usda.gov**
- software related problems should contact the National Help Desk at 800-255-2434 or 816-926-1552. Select option 3 for software, and then option 4 for accounting.

Disposal Date	Distribution
April 1, 2006	All FSA Offices; State Offices relay to County Offices

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2 Obtaining and Processing CCC-959

A Using CCC-959

CCC-959:

- will accommodate up to 10 years of assignments
- is intended to be used exclusively for TTPP
- shall be obtained online from the FFAS Employee Forms Web site at <http://165.221.16.90/DAM/ffasforms/forms.html>.

Note: Only CCC-959's dated 3-31-05 are valid. Previous versions are not valid and will not be accepted.

B Completing and Filing CCC-959

CCC-959 must be properly completed by either an eligible producer or eligible quota holder and filed with the County Office responsible for issuing the TTPP payments. Assignment rules and procedures in 63-FI are applicable to CCC-959.

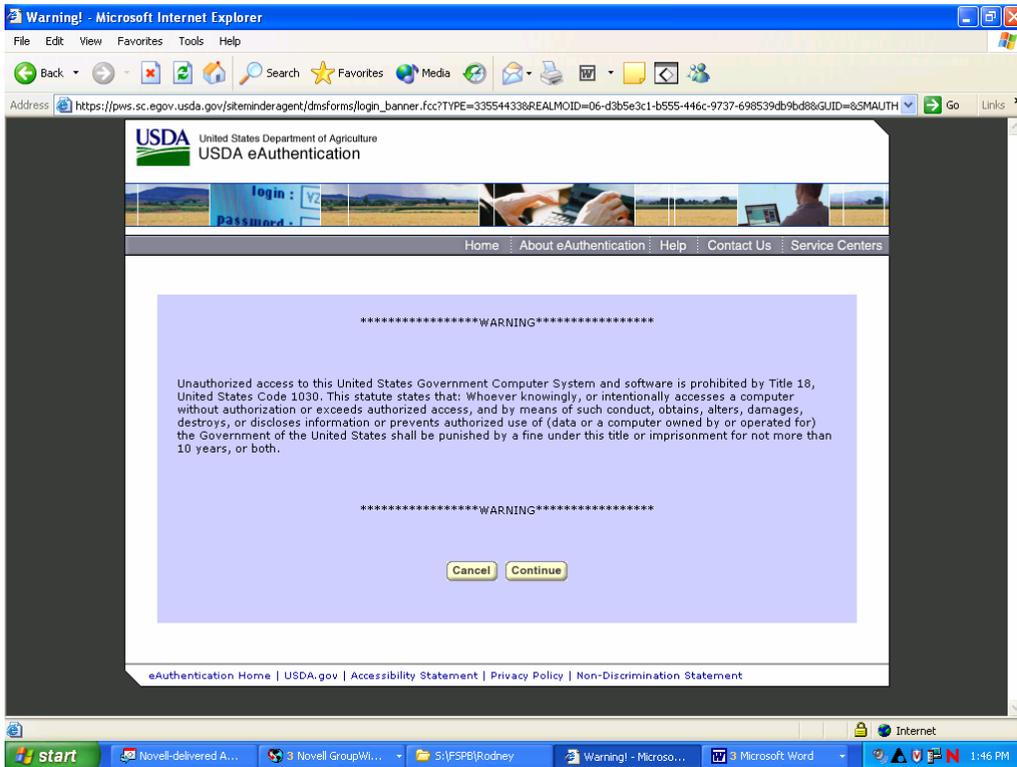
C Required County Office Action

County Offices shall input CCC-959 information into Financial Services. The assignment information must be entered before initiating TTPP payments for an assignment to be honored.

3 Inputting Assignment Information into Financial Services

A Login to Web Site

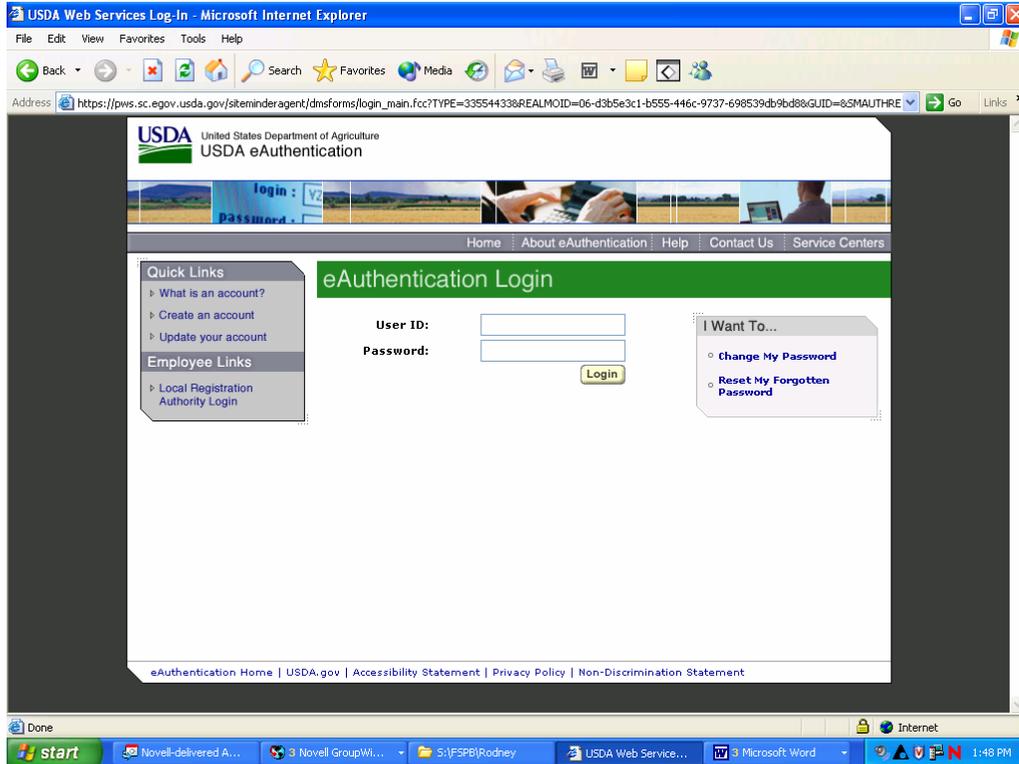
County Office employees must have a valid eAuthentication user ID and password to login to the Financial Services Web site. To login to the Web site from the FSA Intranet Home Page, click “FSA Financial Services” under the section labeled “Secured Applications”. The following screen will be displayed. Click “continue” to proceed to the sign-on screen.



3 Inputting Assignment Information into Financial Services (Continued)

A Login to Web Site (Continued)

The following is an example of the screen for entering the user ID and password.



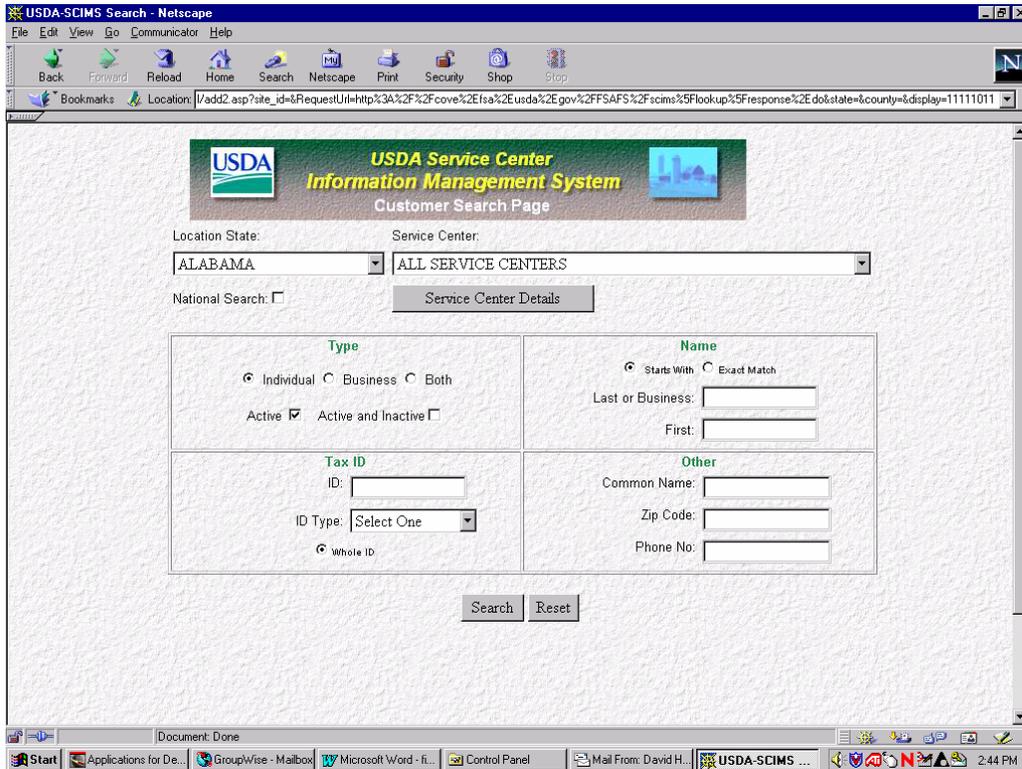
Enter a valid eAuthentication user ID and password, and click “Login”. The USDA Service Center Information Management System Customer Search (SCIMS) Page will be displayed to select the applicable customer.

3 Inputting Assignment Information into Financial Services (Continued)

B Selecting the Customer

The following is an example of the USDA SCIMS Customer Search Page.

For TTPP, either the quota holder, or quota producer may be the assignor and must have their information entered into SCIMS.



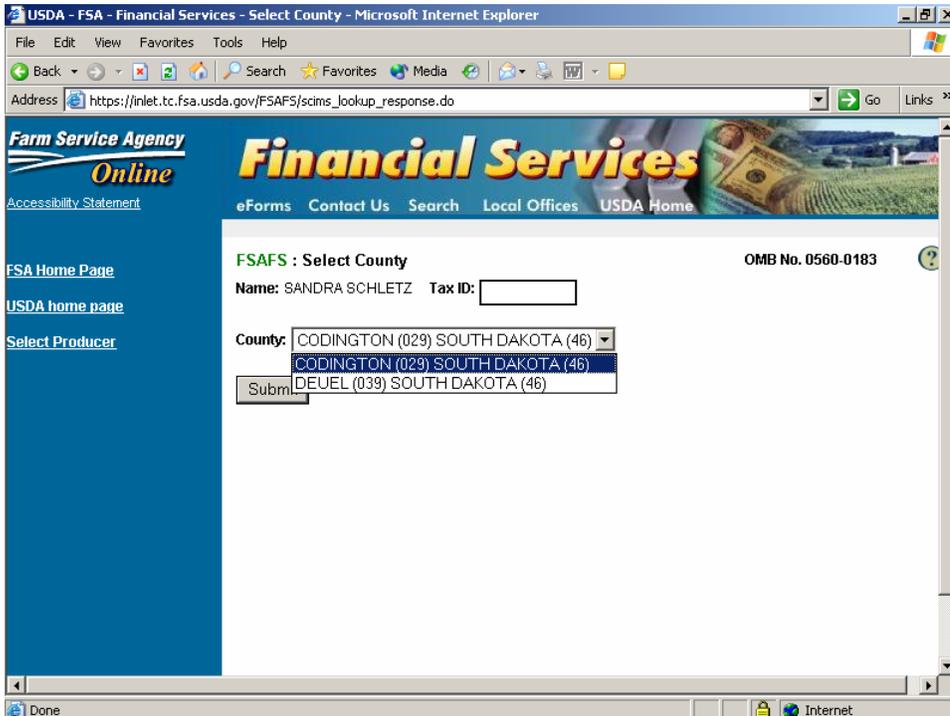
See 1-CM, paragraph 175 for instructions for completing a customer search. Instructions are provided for initiating a customer search for a producer that has filed CCC-36 (assignments), SF-1199A (direct deposit sign-up), or SF-3881 (electronic funds transfer (EFT)). The rules and procedures 63-FI apply to CCC-959 the same as they apply to CCC-36.

The SCIMS software will display all producers with the same name or ID number, and the user shall select the customer for the county in which the form has been filed. In Financial Services, the producer's county selection screen will be displayed if the customer is a multi-county producer. The main page will be displayed if the customer is not a multi-county producer.

3 Inputting Assignment Information into Financial Services (Continued)

B Selecting the Customer (Continued)

If the customer is a multi-county producer, the first screen displayed in the Financial Services application requires the user to select the County Office where the customer is conducting business. A drop down menu will be displayed with all counties associated with the customer. The following is an example of the County Selection Screen.



Use the drop down menu button in the “County” field to display all counties associated with the producer. Click on the specific county to highlight the county. When the applicable county is highlighted, click “Submit” and the Financial Services Main Page will be displayed.

Note: If the wrong producer was selected, click “Select Producer” on the left side of the screen to return to the SCIMS Customer Search Screen.

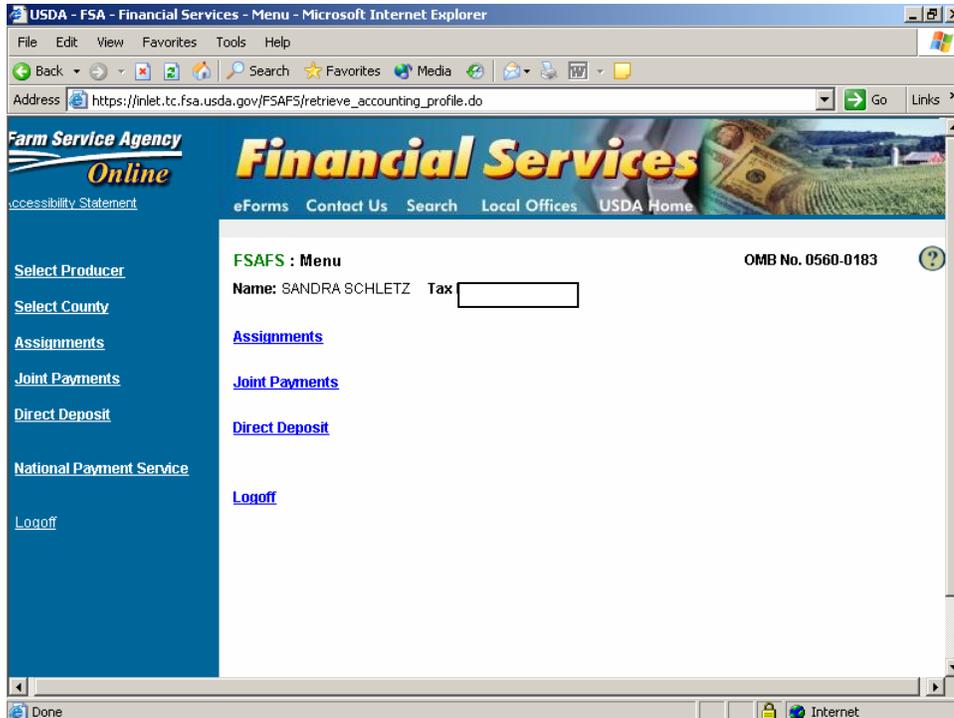
Online help is available throughout the Financial Services application. Click the circle with the question mark located on the right side of the screen under the banner.

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3 Inputting Assignment Information into Financial Services (Continued)

C Financial Services Menu

The following is an example of the Financial Services Menu Page.



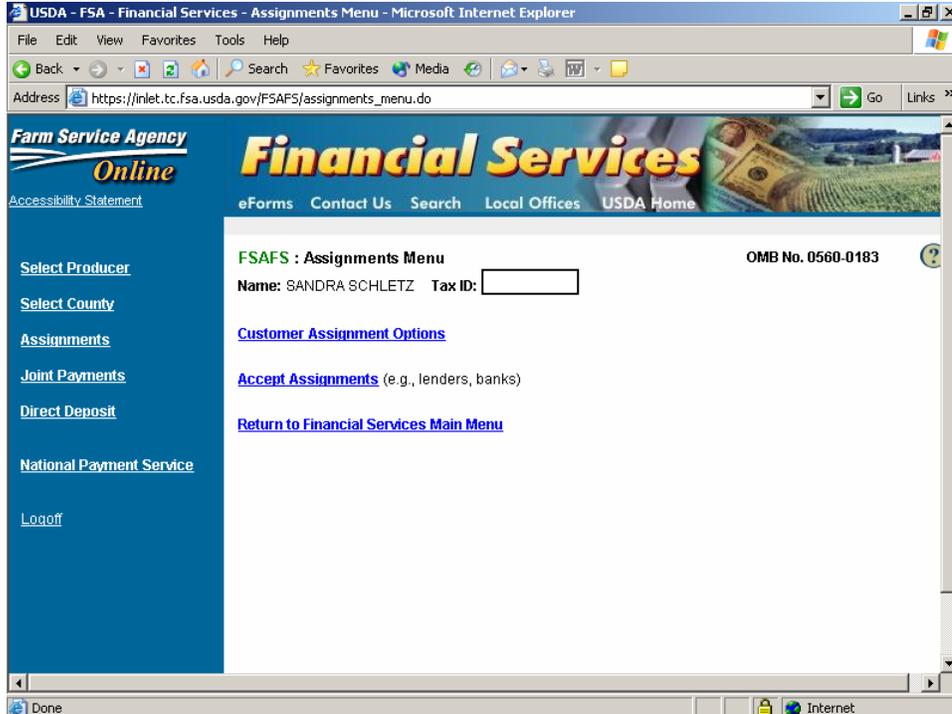
Select the “Assignments” option to begin inputting customer information received on CCC-959. The customer’s name and tax ID will be displayed at the top of the page.

Note: This option may be selected from the list on the screen or from the left side banner.

4 Entering and Editing Assignment Elections

A Assignment Menu

The following is an example of the Assignment Menu.



Click “Customer Assignment Options” when the customer has properly completed and submitted a signed paper copy of CCC-959 and wishes to:

- elect to create an assignment (see subparagraph B)
- cancel or modify an assignment (see subparagraph C).

Click “Accept Assignments” when the assignor has entered an assignment election online, and the assignee has provided a signed paper copy of CCC-959.

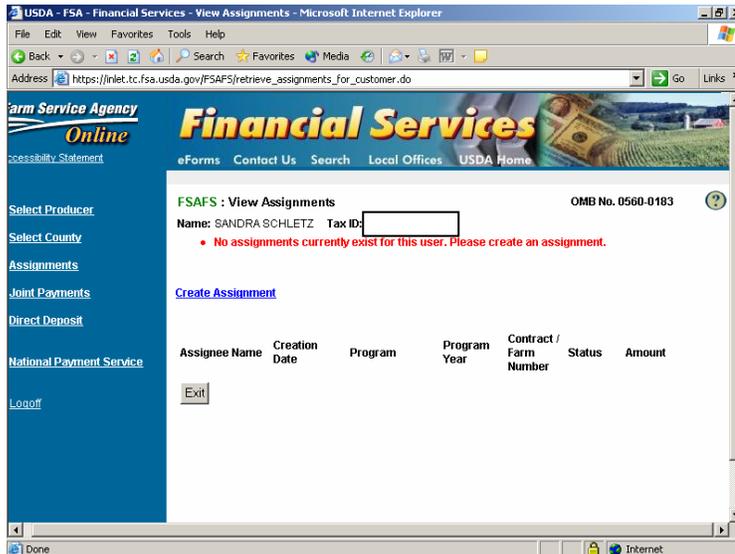
No County Office action is required if **both** the assignee and assignor have e-Authentication user ID’s and have submitted their properly completed CCC-959’s online.

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4 Entering or Editing Assignment Elections (Continued)

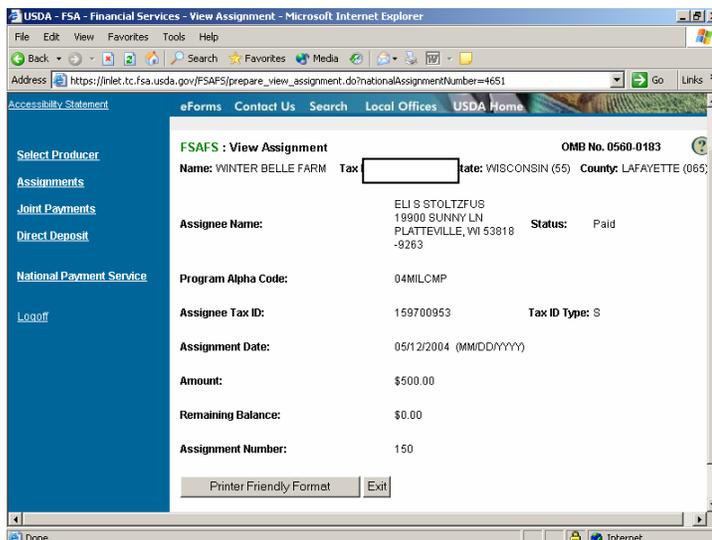
B Creating an Assignment

To create a new assignment, click “Customer Assignment Options” from the Assignment Menu. If there are **no** assignments on file, the following screen will be displayed.



The message, “No assignments currently exist for this user. Please create an assignment”, will be displayed. Click on “Create Assignment”.

If an assignment already exists, the user may view the assignment as shown below.



To add an additional assignment, click on “Create Assignment” and follow the same instructions for establishing an assignment.

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4 Entering or Editing Assignment Elections (Continued)

B Creating an Assignment (Continued)

The following screen will be displayed when creating a new assignment.

The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Create Assignment - Microsoft Internet Explorer". The address bar shows "https://inlet.tc.fsa.usda.gov/FSAFS/prepare_create_assignment.do". The page content includes a navigation menu on the left with links like "Select Producer", "Assignments", "Joint Payments", "Direct Deposit", "National Payment Service", and "Logoff". The main form area is titled "FSAFS: Create Assignment" and contains the following fields and options:

- Name: WINTER BELLE FARM
- Tax ID: [input field]
- State: WISCONSIN (55)
- County: LAFAYETTE (065)
- Program Category Code: Conservation Reserve (selected)
- Program Year: 2005
- Program Alpha Code: [input field]
- Contract Number: [input field] (Optional)
- Farm Number: [input field] (Optional)
- Assignee Tax ID: [input field]
- Tax ID Type: S
- Amount: \$500.00
- Signature On File:

At the bottom of the form, there is a "Submit" button and an "Exit" button. A note at the bottom of the form reads: "Please click the Submit button one time. Your request will be processed shortly."

“Conservation Reserve” is the default program for the “Program Category Code” drop down box and will be displayed when the screen opens. The user should click the radio button beside “Program Category Code”, if it is not already selected, and then click the drop down button on the right side of the box. Select and highlight “Tobacco Transition Payment Program”, and then enter “2005” into the “Program Year” box. The “Program Alpha Code” box will remain blank.

Note: The “Tobacco Transition Payment Program” option will be made available in County Release No. 561, with an expected release date of April 18, 2005. Until that time, County Office employees shall accept **signed and dated** CCC-959’s and place them in a pending folder. Once the county release has been released and uploaded, the user may enter the assignment information to Financial Services. Note also that only current year assignments may be entered at this time. A future software release will enable the subsequent years of a multi-year assignment to be entered in Financial Services. Place multi-year assignment forms in a pending folder until the multi-year functionality is enabled.

Once County Office Release No.561 has been released and uploaded, users may proceed with the following instructions for entering assignment information.

4 Entering or Editing Assignment Elections (Continued)

B Create an Assignment (Continued)

- Enter the contract number as shown in CCC-959, item 7. Click on the radio button next to “Contract Number” to activate this field. TTPP is categorized by contract number rather than farm number.
- Enter the “Assignee Tax ID” and “Tax ID Type”. These are required fields. The assignee’s tax ID information must be in SCIMS, or the system will not process the assignment. See 1-CM for tax ID types.
- Enter the amount to be assigned in the “Amount” field for 1 year. For TTPP, only FY 2005 information is to be entered at this time. Users will be notified of software upgrades as they occur.
- If the assignment is being entered based on a paper CCC-959, and both the assignor and the assignee have signed CCC-959, click “Signature On File”. Selecting “Signature On File” places the assignment in “Accepted Status” when “Submit” is clicked. If “Signature On File” is not selected, the assignment will be placed in a pending status until the signatures are obtained.
- Click “Submit” **once**. Do **not** click “Submit” more than once or multiple assignments may be recorded. The message, “Assignment was successfully created”, will be displayed under the line displaying the customer’s name, tax ID and type, State, and county.

C Modifying or Canceling an Assignment

A pending assignment may be modified until the assignment is accepted. On the Assignment Menu, select “Customer Assignment Options”. Assignments will be displayed showing the status of the assignment. The status will be either:

- accepted
- pending
- canceled.

If an assignment:

- is pending, the assignment may be edited
- has been accepted, the assignment may not be edited.

Note: The assignment **must** be canceled by the assignee or County Office representative if the data entered is not valid.

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4 Entering or Editing Assignment Elections (Continued)

C Modifying or Canceling an Assignment (Continued)

The following is an example of the View Assignments Screen which is used to select an assignment to be edited or canceled.

The screenshot shows a Netscape browser window displaying the USDA FSA Financial Services website. The page title is "USDA - FSA - Financial Services - View Assignments - Netscape". The browser's address bar shows the URL: http://cove.fsa.usda.gov/FSAFS/relieve_assignments_for_customer.do. The website header includes "Farm Service Agency Online" and "Financial Services". A navigation menu contains links for "eForms", "Contact Us", "Search", "Local Offices", and "USDA Home".

The main content area is titled "FSAFS : View Assignments" and includes the OMB No. 0560-0183. Below this, there are fields for "Name: SANDRA SCHLETZ", "Tax ID" (with a redacted box), "Rate: IOWA (19)", and "County: Jasper (099)". A "Create Assignment" link is visible.

A table displays the following assignment data:

Assignee Name	Creation Date	Program	Program Year	Contract / Farm Number	Status	Amount	
BAR-O FARMS INC	02/02/2004 10:45:15	Conservation Reserve	2003		Canceled	\$500.00	View
BAR-O FARMS INC	02/23/2004 12:16:02	Milk Income Loss Contract Program	2004		Pending	\$1700.00	Edit View
BAR-O FARMS INC	03/10/2004 05:20:06	Conservation Reserve	2003		Accepted	\$1500.00	Cancel View

An "Exit" button is located below the table.

To edit an assignment, click "Edit" for the assignment. The create assignment screen will be displayed with the previously entered information displayed. Change any information that was previously entered or click "Signature On File" to accept the pending assignment. Click "Submit" only **once** to update the assignment record.

To cancel an assignment, click "Cancel" for the assignment and click "Submit" only **once** to cancel the assignment.

Note: An assignment may only be canceled if assignee submits a written request. The assignor cannot request that an accepted assignment be canceled without the authorization.

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5 Financial Services General Information

A Standard Links for Common Functions

The following links are standard throughout the Financial Services web application to assist users with common functions.

Button	Function
Select Producer	Link to USDA Service Center Information Management.
Select County	Returns to select a county.
Assignments	Link to Assignment Menu.
Logoff	Logoff application.
E-Forms	Link to Government electronic forms.
Contact Us	Sends e-mail to the Help Desk.
Search	Search for items on USDA/FSA Intranet.
Local Office	Search to locate local office.
USDA Home	Link to USDA's Home Page.
Email Us	Sends e-mail to the Financial Services web team.
FSA Home Page	Link to FSA's Home Page.