

For: State and County Offices

Tobacco Transition Payment Program (TTPP) Multi-Year Assignments

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA Financial Services (FSA-FS) has been enhanced to expedite the process for entering multi-year TTPP assignments. The enhancement allows future year assignments to be entered for the life of the TTPP contract. 63-FI provides policies and procedures for:

- accessing the assignment function of FSA-FS
- entering the assignee information in the Service Center Information Management System (SCIMS).

B Purpose

This notice:

- provides instructions for entering multi-year TTPP assignments
- obsoletes Notice FI-2715 to provide date for completing dataload of TTPP assignments.

C Contact

If there are questions about this notice:

- County Offices shall contact their State Office
- State Offices shall contact Rodney Davis, FMD, by:
 - e-mail at **Rodney.Davis@wdc.usda.gov**
 - telephone at 703-305-1310.

Note: FMD has migrated e-mail from Group Wise to Microsoft Outlook. Any former address contacts for Rodney Davis that contain an underscore between the first and last name are no longer being forwarded to the Microsoft Outlook account.

Disposal Date	Distribution
June 1, 2006	State Offices; State Offices relay to County Offices

2 Creating TTPP Multi-Year Assignments

A Name and Address Requirements

Both the assignor and the assignee must be loaded in SCIMS name and address with a valid taxpayer ID number. The ID's must be "Active" in SCIMS.

B Accessing the Web Based Assignment Menu

63-FI, paragraph 120, provides instructions on accessing the web-based assignment function.

Step	Action
1	On the Assignment Menu, click "Customer Assignment Options" and the View Assignments Menu will be displayed.
2	On the View Assignments Menu, click "Create Assignments" and the Create Assignment Menu will be displayed.

C Example of the Create Assignment Screen With Program Code Drop-Down Menu

This is an example of the Create Assignment Menu showing the Program Category Code drop-down menu.

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2 Creating a TTPP Multi-Year Assignment (Continued)

D Completing the Create Assignment Screen

Create the assignment according to the following.

Step	Action
1	<p>Click program category code “Tobacco Transition Payment Program” from the drop-down menu as shown in subparagraph C and enter the contract year.</p> <p>Note: This category code is for multi-year assignments only. The program alpha code may be used for single-year or multi-year assignments if the specific code needs to be entered.</p>
2	<p>Click the Contract Number Radio Button as shown in subparagraph E.</p> <p>Note: The contract number must be entered. Certain programs do not require that a contract number be entered; however, the contract number is required for TTPP.</p>
3	<p>Enter the “Assignee Tax ID” and “Tax ID Type”.</p> <p>Note: These are required fields.</p>
4	<p>In the “Amount” field, enter the total amount for all remaining years of the assignment.</p> <p>Example: If a 10 year assignment had 9 years remaining and the amount is \$2,500 per year, enter \$22,500.</p>
5	<p>If the assignment is being entered based on a paper CCC-959 or CCC-959-1, and the assignor and assignee have both signed CCC-959 or CCC-959-1, click “Signature on File”.</p> <p>Note: If “Signature on File” is not selected, the assignment will be placed in a pending status.</p>
6	<p>Click “Submit”. The Multiple-Year Setup Screen will then be displayed.</p>

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2 Creating a TTPP Multi-Year Assignment (Continued)

E Example of the Completed Create Assignment Screen

This is an example of the completed Create Assignment Menu. Click "Submit" according to subparagraph D, step 6.

USDA - FSA - Financial Services - Create Assignment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://inet.tz.fsa.usda.gov/FSAFS/prepare_create_assignment.do

FSAFS : Create Assignment OMB No. 0560-0183

Name: MATTEBSON FARMS Tax ID: [redacted] State: ARKANSAS (05) County: Little River (081)

Program Category Code: Tobacco Transition Payment Program

Program / Contract Year: 2005

OR

Program Alpha Code: [redacted]

Contract Number: 12345 (Optional)

OR

Farm Number: [redacted]

Assignee Tax ID: [redacted] Tax ID Type: E

Amount: \$22500

Signature On File:

Checking this box indicates proper paper work is on file, and that the assignment will be saved in an "Accepted Status."

Please click the Submit button one time. Your request will be processed shortly.

EForms Contact Us Search Local Office FSA Home Page

Done

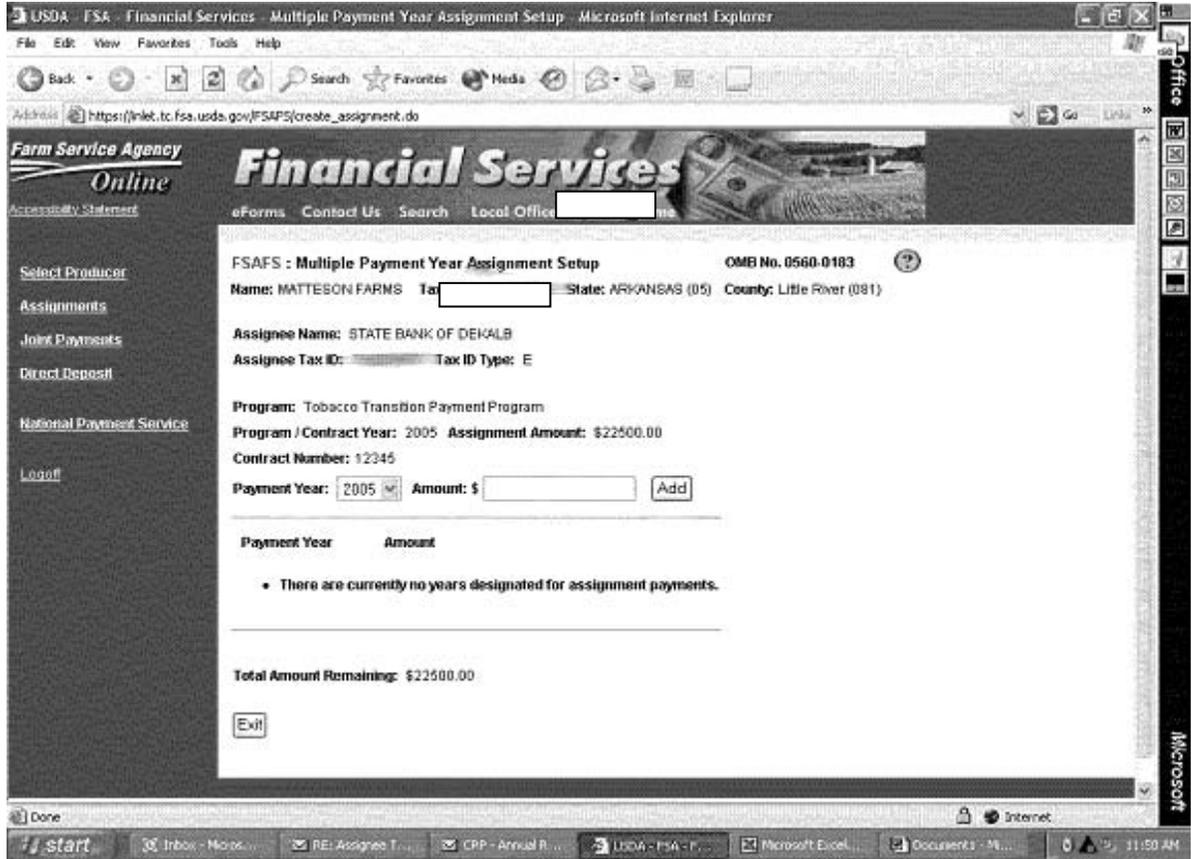
start... Inbox - Microsoft Cu... PE - Assignee Tax ID... CRP - Annual Rental... USDA - FSA - Financ... Microsoft Excel - Book1 11:49 AM

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2 Creating a TTPP Multi-Year Assignment (Continued)

F Completing the Multiple Payment Year Assignment Setup Screen

This is an example of the Multiple Payment Year Assignment Setup Screen.



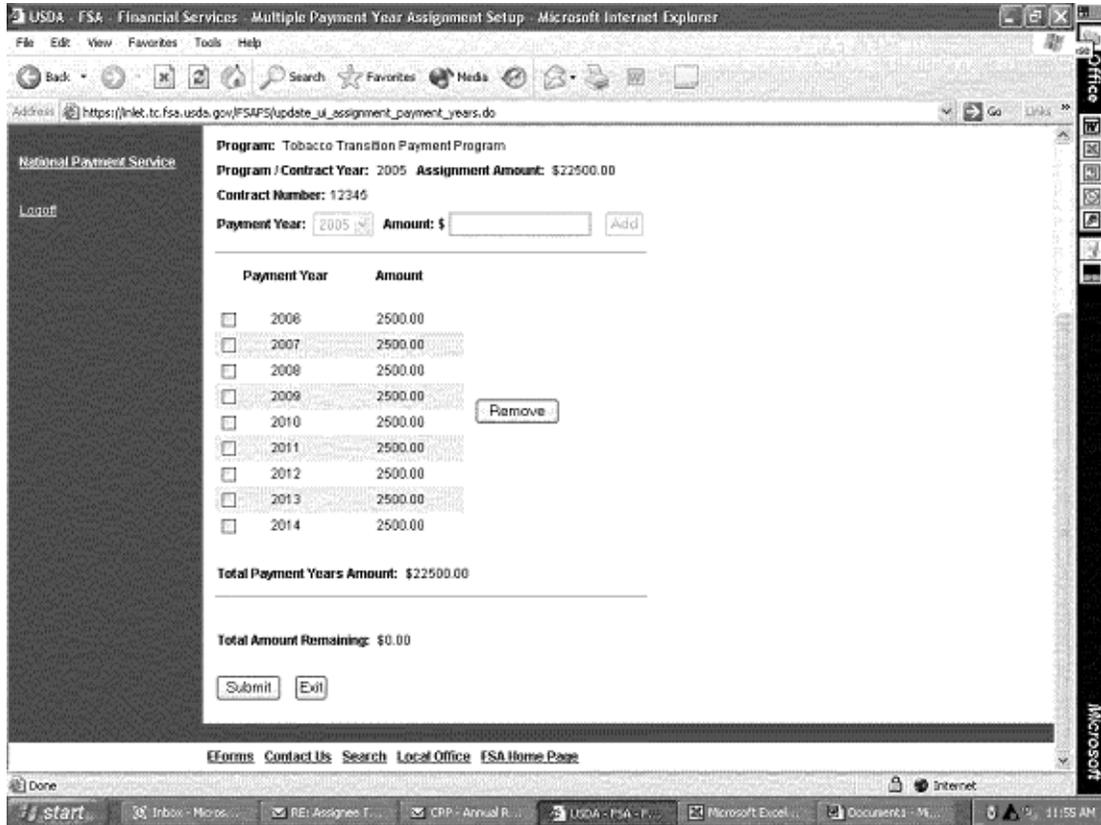
Complete the Multiple Payment Year Assignment Setup Screen according to the following.

Step	Action
1	The “Program Year” defaults to the contract year. Click on the drop-down arrow to display future years. Click on the first year remaining to be assigned.
2	In the “Amount” field, enter the amount to be assigned for the selected year.
3	Click on the “Add” button. Note: When “Add” is clicked, the year and amount added will be displayed on the screen. Continue adding each remaining year of the assignment as shown in subparagraph G.

2 Creating a TTPP Multi-Year Assignment (Continued)

G Completing the Multiple Payment Year Assignment Setup Screen

This is an example of the Multiple Payment Year Assignment Setup Screen. In this example, all years have been entered and the total of those years is equal to the “Total Payment Years Amount” entered previously. When the “Total Amount Remaining” display is zero, the payment year and amount fields will be shaded in gray indicating that the sum of the individual year assignments are in agreement with the total assignment amount.



The “Submit” button will be displayed on the bottom of the screen. If the data entered is:

- correct, click “Submit” to save the assignment and the View Assignments Screen will be displayed
- incorrect, click on the box beside the payment year that is incorrect and click “Remove”

Note: This will remove the payment year and put the amount back in the amount to be assigned. Continue removing all years that are incorrect. The years will return to the drop down list and may be selected again.

- not to be saved, click “Exit”.

Note: The “Submit” button will not be displayed until the full amount to be assigned has been allocated to a payment year.

3 TTPP Multi-Year and Single-Year Assignments

A Editing a TTPP Multi-Year Assignment

A multi-year assignment can be edited **only** if it is in a pending status. If the assignment is pending, the View Assignment Screen will display an option to “Edit”. Click “Edit” to make changes to the payment years.

On the Update Assignment Screen, the user may:

- change the assignee tax ID
- change the total assignment amount
- correct the amount applied to payment years
- accept the assignment
- exit without making any changes.

If the total assignment amount is changed or the user selects the option to update assignment payment years, the Multiple Payment Year Assignment Edit Screen will be displayed to reallocate the assigned amounts. Complete the screen according to subparagraphs F and G.

An assignment may **only** be canceled if the:

- assignment was incorrectly entered
- assignee requests that the assignment be terminated.

Note: The assignor **cannot** terminate an accepted assignment.

To cancel a TTPP multi-year assignment, click “Cancel” on the View Assignments Screen.

B Entering Single-Year TTPP Assignments

The same screens that are displayed for multi-year TTPP assignments will be displayed for single-year TTPP assignments. The user will select the payment year for the assignment and enter the total amount of the assignment as the amount for the year.

4 Action

A Deadline for Loading TTPP Assignments

County Offices will have until Friday, October 14, 2005, to complete their dataload. Changes to names and addresss in SCIMS can take up to 9 workdays before the update to the financial database occurs; therefore, users are encouraged to perform updates immediately upon issuance of this notice.

B Notification of Completion

SED’s shall notify **Rodney.Davis@wdc.usda.gov**, upon completion of their County Offices dataload.