

**For:** Tobacco State and County Offices

**Tobacco Transition Payment Program (TTPP) Quota Holder and Producer Direct Mailing**

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



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**1 Overview**

**A Background**

On or about March 10, 2005, approximately 437,000 notices were mailed to tobacco quota holders and producers about TTPP by a contractor on behalf of FSA.

Approximately 10,000 of the notices have been returned “undeliverable” by USPS. The contractor has prepared an Excel spreadsheet for each of the counties that had tobacco quota holders or producers that were sent notices and had at least 1 of the notices returned “undeliverable”.

**B Purpose**

This notice provides instructions on handling “undeliverable” notices.

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2005	Tobacco State Office; State Offices relay to applicable County Offices

## Notice TB-1151

### 2 Action

#### A Contractor

Contractor shall:

- prepare an Excel spreadsheet for each County Office that had at least 1 notice returned as “undeliverable”
- show State, county, farm serial number (for quota holders, not available for producers), and original mailing address on Excel spreadsheet
- provide columns for County Offices to add any additional quota holder or producers or update “undeliverable” addresses for quota holders or producers listed
- e-mail Excel spreadsheet to the applicable County Office
- update the records when received from the applicable county
- re-mail the notice to the quota holder or producer no later than May 20, 2005.

#### B County Office

County Office shall:

- update Excel spreadsheet and e-mail to **Michael.kirchner@wachovia.com**
- complete required action no later than May 6, 2005.

#### C State Office

State Office shall:

- ensure that all County Offices completed required actions timely
- contact Steve Freeman at 202-720-7445 or **Steve\_Freeman@wdc.usda.gov** if there are questions about this notice.