

For: Tobacco State and County Offices

**Additional Instructions for 2nd Party Review of
Tobacco Transition Payment Program (TTPP) Contracts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1158 provided instructions for County Offices to complete 2nd party reviews on all TTPP contracts. During this review process it was discovered that a number of base quota level (BQL) changes would be necessary because of rounding of quota pounds. Instructions in Notice TB-1158 required that all contracts with BQL changes must be reprinted and signed by the contract holder before approval.

B Purpose

This notice provides additional instructions about handling minor BQL changes on contracts.

2 Action

A County Office Action

County Office shall follow procedure in Notice TB-1158, except for BQL changes of 2 pounds or less due to rounding or other minor discrepancy.

The County Office may do either of the following:

- revise the contract to reflect the BQL change
- not revise the contract.

If the contract is revised because of a BQL change of 2 pounds or less, the contract holder is not required to sign the revised contract, but is encouraged to do so.

B State Office Action

State Offices shall ensure that County Offices follow the provisions in this notice.

Disposal Date	Distribution
October 1, 2005	Tobacco State Offices; State Offices relay to applicable County Offices