

For: Tobacco State and County Offices

**Tobacco Transition Payment Program (TTPP)
Weekly Report of Completed Payments**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

TTPP payments are being made using the National Payment Service (NPS) web-based program application. To ensure proper use of the funds allocated to making TTPP payments, it has been determined that State Offices shall make weekly reports of TTPP manual contract and payment activities for counties.

B Purpose

This notice provides instructions for:

- County Offices to report weekly TTPP manual contract and payment activity to State Offices
- State Offices to report weekly County Office TTPP manual contract and payment activity to the National Office.

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

Notice TB-1168

2 Action

A County Office Action

County Offices shall complete and FAX Exhibit 1 to their State Office by noon each Monday beginning on August 8, 2005, and continuing until September 26, 2005, to report if any manual contracts remain unloaded and to report previous week TTPP payment activity. The information pertaining to manual contracts and payments may be reported to the State Office by email using the format in Exhibit 1.

Note: A County Office that reports that all manual contracts have been loaded **and** that 100 percent of all **contracted** TTPP payments have been made does not need to complete and submit Exhibit 1 again.

B State Office Action

State Offices shall complete and FAX Exhibit 2 to Director, Tobacco Division, at 202-720-1288 by noon each Wednesday beginning on August 10, 2005, and continuing until September 28, 2005, to report any counties that have manual contracts that remain unloaded and any previous week TTPP payment activity for all counties which have completed 100 percent of all **contracted** TTPP payments during that week. Negative reports are necessary. The information pertaining to manual contracts and payments may be reported to Director, Tobacco Division by email **as an attachment** using the format in Exhibit 2.

Note: A State Office that reports that all manual contracts have been loaded **and** that 100 percent of all **contracted** TTPP payments in each county have been made does not need to complete and submit Exhibit 2 again.

State Offices shall ensure that the provisions in this notice are followed.

**County Office Weekly Report of Completed TTPP Payments
(FAX or email to State Office by noon each Monday)**

County Name _____

TTPP manual contracts remain to be loaded for the above name county ____Yes ____No

100 percent of TTPP payments have been made for the above name county ____Yes ____No

CED Signature

Date

State Office Weekly Report of Completed TTPP Payments
(FAX or email as an attachment to Director, Tobacco Division at 202-720-1288 by noon each Wednesday)

State Name _____

1. No TTPP payments have been made _____.
(initial if applicable)

2. TTPP manual contracts remain to be loaded for the following counties:

3. 100 percent of TTPP payments have been made for the following counties:

4. All manual contracts have been loaded _____.
(initial if applicable)

5. 100 percent of contracted TTPP payments have been made _____.
(initial if applicable)

SED Signature

Date