

For: Tobacco State and County Offices

Instructions for Adding Unclaimed Base Quota Level (BQL) to Tracts or Program Years Not Previously Linked to Paid Tobacco Transition Payment Program (TTPP) Contracts

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1198 provided instructions for changing BQL on unsold paid TTPP contracts. Users were still not able to add unclaimed BQL to tracts or program years not previously linked to the paid contract.

Software has been developed that will allow Service Center users to add unclaimed BQL to any active tract on a quota holder contract, or active program year on a producer contract not previously linked to the contract. Similar to the BQL correction software outlined in Notice TB-1198, the system will cancel the original contract and create a new contract with the updated BQL values. TTPP will also generate the appropriate underpayment or overpayment transaction for each year the shares were paid.

B Purpose

This notice provides instructions for adding:

- unclaimed BQL to a tract not previously linked to a paid quota holder contract
- unclaimed BQL to a program year not previously linked to a paid producer contract
- new tracts or program years, currently **not active** in TTPP, to a contract.

| | |
|----------------------|---|
| Disposal Date | Distribution |
| March 1, 2007 | Tobacco State Offices; State Offices relay to applicable County Offices |

Notice TB-1205

2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP software that will allow users to link any active tract on a farm to a paid contract, thereby allowing unclaimed BQL to be added to the quota holder's paid contract
- become familiar with new TTPP software that will allow users to link any active program year to a producer's paid contract, thereby allowing for unclaimed BQL to be added to the paid contract
- submit requests to add BQL to new tracts or program years, not previously data-loaded in TTPP, to the State Office.

B State Office Action

State Offices shall:

- become familiar with the new TTPP software
- review requests to add BQL to new tracts or program years not originally data-loaded in TTPP, and submit to the National Office.

3 General Information – BQL Modifications

A Modifications

TTPP has been modified to accept and process contracts that have had unclaimed BQL added to any active tract or program year according to Notice TB-1198. Once the BQL changes are made and confirmed, TTPP will cancel the original contract and create a replacement contract.

For quota holders, this new version of TTPP software will display all active tracts that were originally data-loaded in TTPP for a particular farm. For producers, TTPP will now display all active program years originally data-loaded for a particular farm.

Note: Follow established procedures in Notice TB-1198 for handling contracts resulting from BQL modifications.

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4 System Functionality – BQL Modifications

A Adding an Active Tract to a Quota Holder Contract

This is an example of a quota holder contract that did not have all tracts, due the owner, linked to the original TTPP contract before a payment was made. Software is now available that will allow the user to link any active tract to a quota holder contract.

In this example, tracts 0001464, 0001466, and 0001467 were linked to the original paid contract. It was determined that the contract owner was due additional BQL on tracts 0001465 and 0001467, but in this case, tract 0001465 was not linked to the original contract.

View Contract - Results - Microsoft Internet Explorer

Address: https://inlet.tc.fsa.usda.gov/TTPP/inquiry.do

| | |
|----------------------|----------|
| Total Contract BQL | 121 |
| Total Contract Value | \$847.00 |

Contract Origination

| | |
|------------------|------------------------------|
| Tax ID | XXXXXX1234 |
| Tax ID Type Code | Social Security |
| Full Name | Jimmy Johnson |
| Address | 81 GOLDEN AXLEY, GA 31513 |
| Phone Number | XXXXXXXXXX |

| Tract Number | Tract Quota Pounds | Owner Quota Pounds |
|--------------|--------------------|--------------------|
| 0001464 | 10000 | 111 |
| 0001466 | 10000 | 10 |
| 0001467 | 7000 | 0 |
| Total | | 121 |

Apply prompt payment interest

| Year | Yes | No | Flag Not Set |
|------|-----------------------|----------------------------------|-----------------------|
| 2005 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Previous Update View PDF View CCC960

Done Trusted sites

Note: An active tract is a tract that was originally data-loaded in TTPP for the farm. If the tract was not originally loaded the user must submit a request to their State Office.

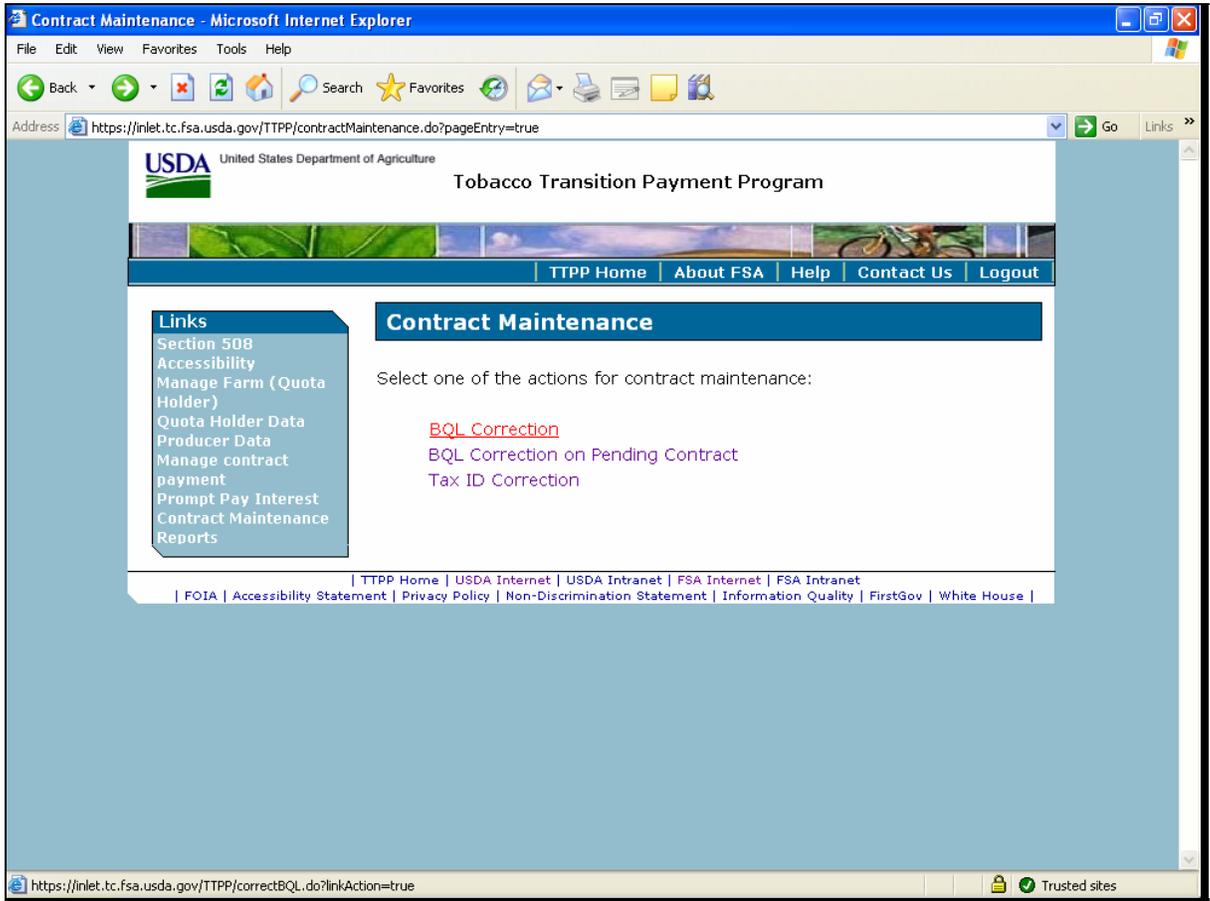
Notice TB-1205

4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Contract)

This software enhancement works similar to that outlined in Notice TB-1198.

The user begins the correction process by selecting the "Contract Maintenance" link, then, "BQL Correction" as shown in this example.

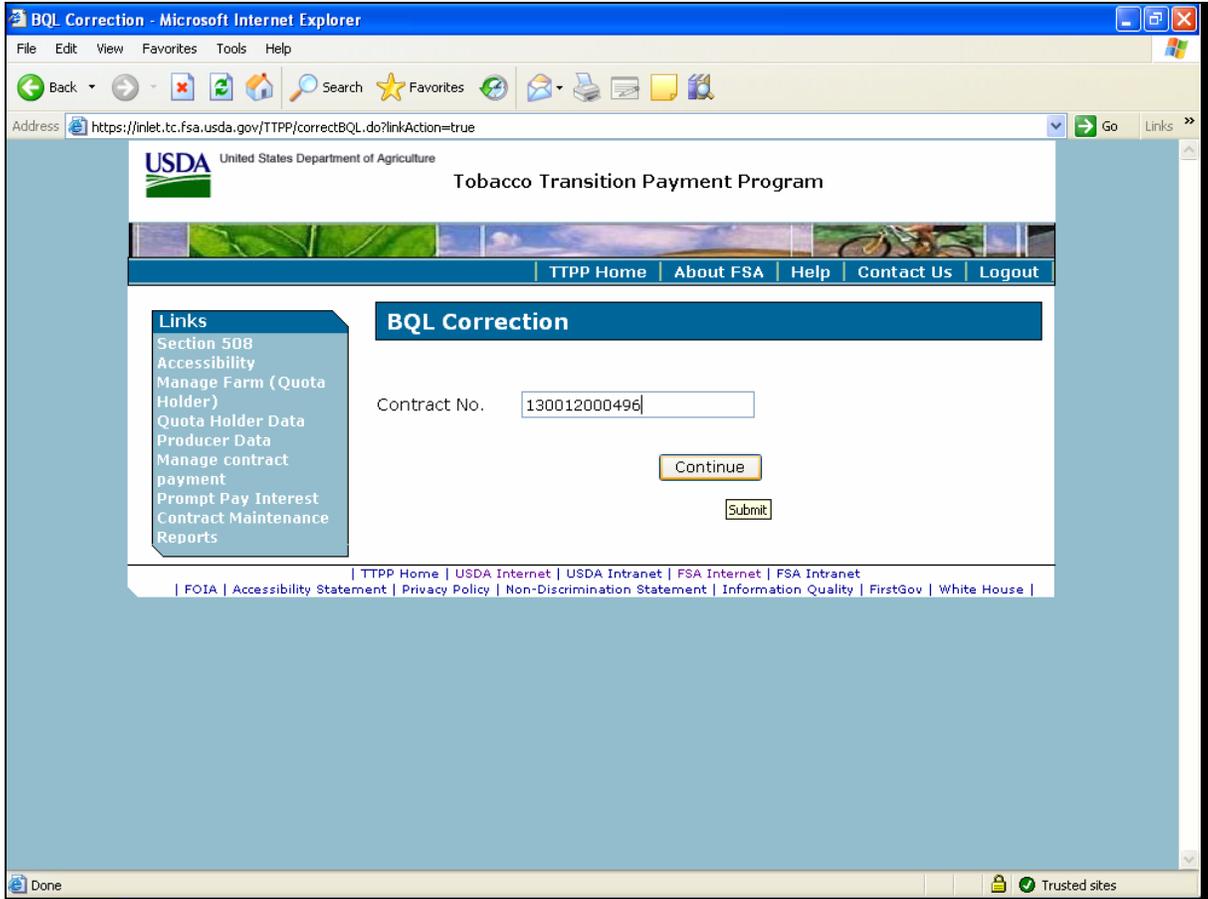


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4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

This is an example of the screen for the user to select the contract to be corrected.



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4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

This new BQL Correction Screen will now display all active tracts on the farm. Notice that tract 0001465 is now available with 938 lbs. of unclaimed BQL. Users will use the “New Contract BQL” column to make any corrections to the tracts. All tracts are available for BQL modification.

BQL Correction

Quota Holder Contract Info

Contract Number 130012000496
Contract Status Approved
Annual Installments 10
Total Contract BQL 121
Total Contract Value \$847.00

Related Contracts for Tract Number:

| Tract number | Total Tract BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|--------------|-----------------|---------------|--------------|----------------------------------|
| 0001464 | 10000 | 4319 | 111 | <input type="text" value="111"/> |
| 0001465 | 13000 | 938 | 0 | <input type="text"/> |
| 0001466 | 10000 | 5956 | 10 | <input type="text" value="10"/> |
| 0001467 | 7000 | 1874 | 0 | <input type="text" value="0"/> |
| Total | 40000 | 13087 | 121 | |

NOTE: When the value of New Contract BQL is empty, it means this tract is NOT related to current contract.

This note is displayed at the bottom of this screen, "Note: When the value of the New Contract BQL is empty, it means this tract is NOT related (linked) to the current contract."

Tract 0001467 was linked to the contract with a value of “0”. Tract 0001465 was not linked.

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4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

This screen shows that the user has entered new BQL's for tract 0001465 and tract 0001467. Once the correct BQL's are entered, CLICK "Submit".

Holder)
Quota Holder Data
Producer Data
Manage contract
payment
Prompt Pay Interest
Contract Maintenance
Reports

Contract Number 130012000496
Contract Status Approved
Annual Installments 10
Total Contract BQL 121
Total Contract Value \$847.00

Related Contracts for Tract Number:

| Tract number | Total Tract BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|--------------|-----------------|---------------|--------------|----------------------------------|
| 0001464 | 10000 | 4319 | 111 | <input type="text" value="111"/> |
| 0001465 | 13000 | 938 | 0 | <input type="text" value="115"/> |
| 0001466 | 10000 | 5956 | 10 | <input type="text" value="10"/> |
| 0001467 | 7000 | 1874 | 0 | <input type="text" value="10"/> |
| Total | 40000 | 13087 | 121 | |

NOTE: When the value of New Contract BQL is empty, it means this tract is NOT related to current contract.

TTTP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

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4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

This screen provides the users a second chance to review the BQL changes before updating the TTPP database. Once the user has confirmed all BQL's are correct, CLICK “Confirm”. CLICK “Cancel” to cancel the request.

BQL Correction

Quota Holder Contract Info

Contract Number: 130012000496
Contract Status: Approved
Annual Installments: 10
Total Contract BQL: 121
Total Contract Value: \$847.00

Related Contracts for Tract Number:

| Tract number | Total Tract BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|--------------|-----------------|---------------|--------------|------------------|
| 0001464 | 10000 | 4319 | 111 | 111 |
| 0001465 | 13000 | 938 | 0 | 115 |
| 0001466 | 10000 | 5956 | 10 | 10 |
| 0001467 | 7000 | 1874 | 0 | 10 |
| Total | 40000 | 13087 | 121 | 246 |

Note: Once user clicks "Confirm", TTPP will cancel contract 130012000496 (shown) and issue a replacement contract with the updated BQL values.

4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

The following screen will be displayed showing the resulting contracts and their status.

The screenshot shows a web browser window with the following content:

- Page Title:** BQL Correction Update Successfully - Microsoft Internet Explorer
- Address Bar:** https://inlet.tc.fsa.usda.gov/TTPP/correctBQL.do
- Page Header:** USDA United States Department of Agriculture, Tobacco Transition Payment Program
- Navigation Menu:** TTPP Home, About FSA, Help, Contact Us, Logout
- Links Sidebar:**
 - Section 508
 - Accessibility
 - Manage Farm (Quota Holder)
 - Quota Holder Data
 - Producer Data
 - Manage contract payment
 - Prompt Pay Interest
 - Contract Maintenance
 - Reports
- Main Content:**

BQL Correction Update Successfully

Transaction has been successfully performed. Resulting contracts are as follows:

| Tax ID | Contract BQL | Value | Contract Number | Contract Status |
|-----------|--------------|------------|------------------------------|-----------------|
| xxxxx1234 | 121 | \$847.00 | 130012000496 | CL |
| xxxxx1234 | 246 | \$1,722.00 | 130012000497 | PE |

[Click to view contract](#)
- Footer:**

| TTPP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House |
- Browser Status Bar:** https://inlet.tc.fsa.usda.gov/TTPP/viewContract.do?linkAction=link&contractNumber=130012000497

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4 System Functionality – BQL Modifications (Continued)

A Adding an Active Tract to a Quota Holder Contract (Continued)

This is an example of the View Contract – Results Screen for resulting contract 130012000497, created using the BQL correction process. Note that tract 0001465 has been added and BQL for tract 0001467 was updated.

The screenshot shows a web browser window titled "View Contract - Results - Microsoft Internet Explorer". The address bar contains the URL: <https://inlet.tc.fsa.usda.gov/TTPP/viewContract.do?linkAction=link&contractNumber=130012000497>. The page content is as follows:

Contract Origination

| | |
|------------------|------------------------------|
| Tax ID | XXXXXX1234 |
| Tax ID Type Code | Social Security |
| Full Name | JIMMY JOHNSON |
| Address | 81 GOLDEN AXLEY, GA 31513 |
| Phone Number | XXXXXXXXXXXX |

Tract Quota Pounds

| Tract Number | Tract Quota Pounds | Owner Quota Pounds |
|--------------|--------------------|--------------------|
| 0001464 | 10000 | 111 |
| 0001465 | 13000 | 115 |
| 0001466 | 10000 | 10 |
| 0001467 | 7000 | 10 |
| Total | | 246 |

Apply prompt payment interest

| Year | Yes | No | Flag Not Set |
|------|-----------------------|-----------------------|-----------------------|
| 2005 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Buttons: Update, View PDF, Update

Footer: TTPP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House | Done Trusted sites

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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract

This is an example of a producer contract that did not have all program years, due the contract owner, linked to the original TTPP contract before a payment was made. Software is now available that will allow the user to link any active program years to a producer contract.

In this example, it was determined that the contract owner was due BQL for program year 2002. The user must perform contract maintenance to link this additional year.

The screenshot shows a web browser window titled "View Contract - Results - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tl.fsa.usda.gov/TTPP/inquiry.do>. The page content includes:

| | |
|----------------------|----------|
| Total Contract BQL | 300 |
| Total Contract Value | \$300.00 |

Contract Origination

| | |
|------------------|---|
| Tax ID | XXXXXX2222 |
| Tax ID Type Code | Social Security |
| Full Name | STEVE SMITH |
| Address | 1 MARTIN LUTHER KING JR DR AXLEY, GA 31513 |
| Phone Number | XXXXXXXXXX |

| Program Year | Farm BQL | Farm TPA | Grower BQL | Grower TPA |
|--------------|----------|----------|------------|------------|
| 2003 | 5000 | 1.04 | 150 | 0.0 |
| 2004 | 5000 | 0.78 | 150 | 0.0 |
| Total | | | 300 | |

Apply prompt payment interest

| Year | Yes | No | Flag Not Set |
|------|-----------------------|----------------------------------|-----------------------|
| 2005 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

Buttons: Previous, Update, View PDF, View CCC960

Footer: TTPP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Note: An active program year is a year that was originally data-loaded in TTPP for the farm. If the correct year was not originally loaded, the user must submit a request to their State Office.

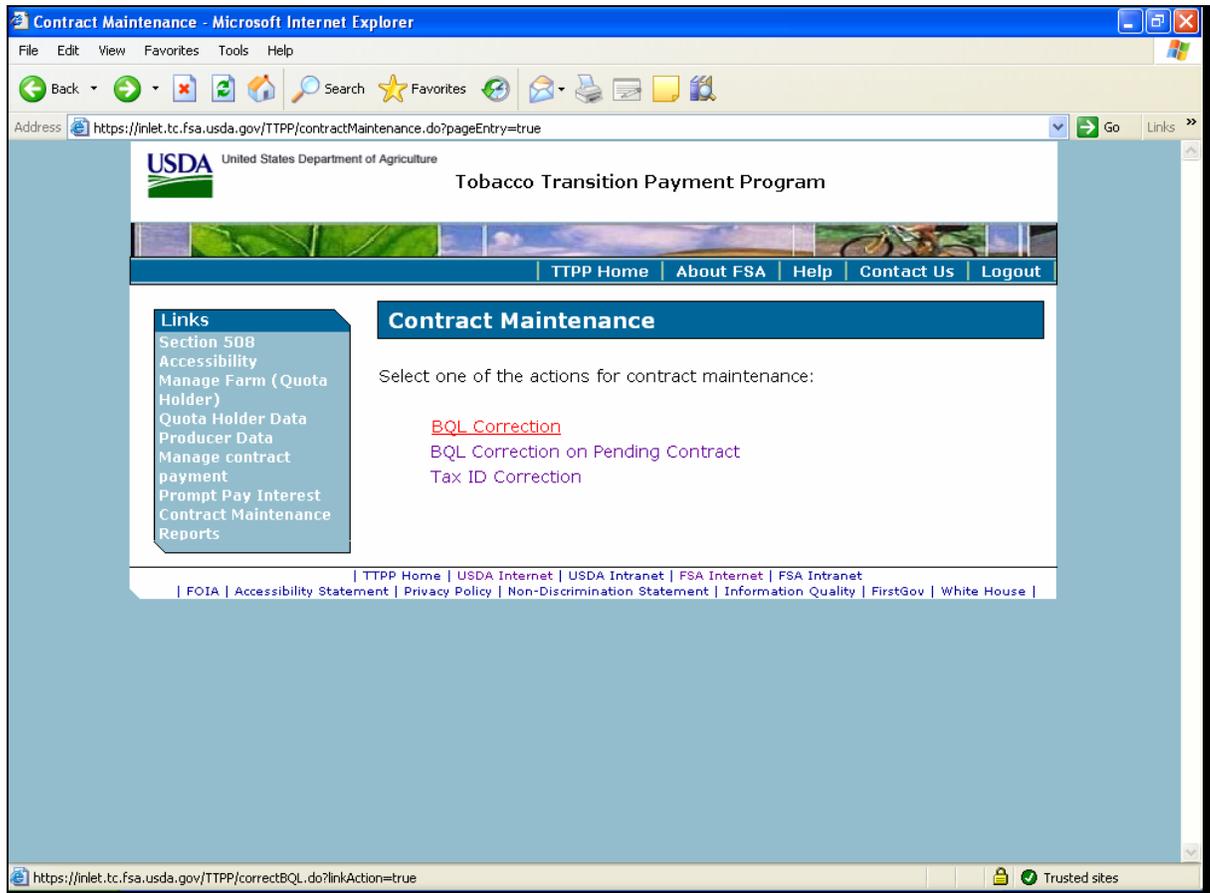
Notice TB-1205

4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This software enhancement works similar to that outlined in Notice TB-1198.

The user begins the correction process by selecting the "Contract Maintenance" link, then "BQL Correction" as shown in this example.



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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This screen will be displayed to allow the user to select the contract to be corrected.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'BQL Correction' page for the Tobacco Transition Payment Program (TTPP). The browser's address bar shows the URL: <https://inlet.tl.fsa.usda.gov/TTPP/correctBQL.do?linkAction=true>. The page header includes the USDA logo and the text 'United States Department of Agriculture' and 'Tobacco Transition Payment Program'. A navigation bar contains links for 'TTPP Home', 'About FSA', 'Help', 'Contact Us', and 'Logout'. On the left side, there is a 'Links' menu with the following items: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance, and Reports. The main content area is titled 'BQL Correction' and features a form with a 'Contract No.' label and a text input field containing the value '130012000451'. Below the input field are two buttons: 'Continue' and 'Submit'. The footer of the page contains a list of links: 'TTPP Home', 'USDA Internet', 'USDA Intranet', 'FSA Internet', 'FSA Intranet', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'. The browser's status bar at the bottom indicates a 'Trusted sites' warning.

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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This new BQL Correction Screen will now show all active producer years on the farm. Users will use the "New Contract BQL" column to make corrections to BQL.

Producer Contract Info

Contract Number: 130012000451
Contract Status: Approved
Annual Installments: 10
Total Contract BQL: 300
Total Contract Value: \$300.00

Related Contracts for Farm Number: 0000601

| Producer Year | Total BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|---------------|-----------|---------------|--------------|----------------------------------|
| 2002 | 5000 | 3203 | 0 | <input type="text"/> |
| 2003 | 5000 | 3219 | 150 | <input type="text" value="150"/> |
| 2004 | 5000 | 3017 | 150 | <input type="text" value="150"/> |
| Total | 15000 | 9439 | 300 | |

NOTE: When the value of New Contract BQL is empty, it means this year is NOT related to current contract.

This message will be displayed at the bottom of this screen, "NOTE: When the value of the New Contract BQL is empty, it means this year is NOT related (linked) to the current contract."

Producer year 2002 is blank, indicating it was not linked to the current contract.

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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This screen shows the user has entered a new BQL value for producer year 2002. Once correct BQL's are entered, CLICK "Submit".

Producer Contract Info

Contract Number: 130012000451
Contract Status: Approved
Annual Installments: 10
Total Contract BQL: 300
Total Contract Value: \$300.00

Related Contracts for Farm Number: 0000601

| Producer Year | Total BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|---------------|-----------|---------------|--------------|----------------------------------|
| 2002 | 5000 | 3203 | 0 | <input type="text" value="100"/> |
| 2003 | 5000 | 3219 | 150 | <input type="text" value="150"/> |
| 2004 | 5000 | 3017 | 150 | <input type="text" value="150"/> |
| Total | 15000 | 9439 | 300 | |

NOTE: When the value of New Contract BQL is empty, it means this year is NOT related to current contract.

TTPP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House | Trusted sites

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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This screen provides the users a second chance to review the BQL changes before updating the TTPP database. Once the user has confirmed all BQL's are correct, CLICK "Confirm". CLICK "Cancel" to cancel the request.

The screenshot shows a web browser window titled "BQL Correction - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/TTPP/correctBQL.do>. The page has a blue header with navigation links: TTPP Home, About FSA, Help, Contact Us, and Logout. On the left, there is a "Links" sidebar with items like Section 508, Accessibility, and Manage Farm. The main content area is titled "BQL Correction" and "Producer Contract Info". It displays contract details for Contract Number 130012000451, which is in an "Approved" status. The contract has 10 annual installments, a total BQL of 300, and a total value of \$300.00. Below this, there is a "View Farm" button for Farm Number 0000601. A table summarizes BQL data by producer year:

| Producer Year | Total BQL | Unclaimed BQL | Contract BQL | New Contract BQL |
|---------------|--------------|---------------|--------------|------------------|
| 2002 | 5000 | 3203 | 0 | 100 |
| 2003 | 5000 | 3219 | 150 | 150 |
| 2004 | 5000 | 3017 | 150 | 150 |
| Total | 15000 | 9439 | 300 | 400 |

At the bottom of the form, there are "Confirm" and "Cancel" buttons. The footer contains various links including FOIA, Accessibility Statement, and Privacy Policy.

Note: Once user clicks "Confirm", TTPP will cancel contract 130012000451 (shown) and issue a replacement contract with the updated BQL values.

Notice TB-1205

4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

The following screen will be displayed showing the resulting contracts and their status.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://inlet.tc.fsa.usda.gov/TTPP/correctBQL.do>. The page title is "BQL Correction Update Successfully - Microsoft Internet Explorer". The main content area features the USDA logo and the heading "Tobacco Transition Payment Program". A navigation bar includes links for "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". A sidebar on the left lists various links such as "Section 508", "Accessibility", and "Manage Farm (Quota Holder)". The main content area has a blue header that reads "BQL Correction Update Successfully" and a message stating "Transaction has been successfully performed. Resulting contracts are as follows:". Below this message is a table with the following data:

| Tax ID | Contract BQL | Value | Contract Number | Contract Status |
|------------|--------------|----------|---------------------|-----------------|
| XXXXXX2222 | 300 | \$300.00 | 130012000451 | CL |
| XXXXXX2222 | 400 | \$400.00 | 130012000498 | PE |

Below the table is a button labeled "Click to view contract". At the bottom of the page, there is a footer with various links including "TTPP Home", "USDA Internet", "USDA Intranet", "FSA Internet", "FSA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House". The browser's status bar at the bottom shows the URL <https://inlet.tc.fsa.usda.gov/TTPP/viewContract.do?linkAction=link&contractNumber=130012000498> and a "Trusted sites" indicator.

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4 System Functionality – BQL Modifications (Continued)

B Adding a Program Year to a Producer Contract (Continued)

This is an example of the View Contract – Results Screen for contract 130012000498, created using the BQL correction process. Note that program year 2002 has been added to the new contract.

View Contract - Results - Microsoft Internet Explorer

Address <https://inlet.tc.fsa.usda.gov/TTTPP/viewContract.do?linkAction=link&contractNumber=130012000498>

Total Contract Value \$400.00

| Contract Origination | |
|----------------------|---|
| Tax ID | XXXXXX2222 |
| Tax ID Type Code | Social Security |
| Full Name | STEVE SMITH |
| Address | 1 MARTIN LUTHER KING JR. DR. AXLEY, GA 31513 |
| Phone Number | XXXXXXXXXX |

| Program Year | Farm BQL | Farm TPA | Grower BQL | Grower TPA |
|--------------|----------|----------|------------|------------|
| 2002 | 5000 | 0.85 | 100 | 0.0 |
| 2003 | 5000 | 1.04 | 150 | 0.0 |
| 2004 | 5000 | 0.78 | 150 | 0.0 |
| Total | | | 400 | |

| Apply prompt payment interest | | | |
|-------------------------------|-----------------------|-----------------------|----------------------------------|
| Year | Yes | No | Flag Not Set |
| 2005 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Update View PDF

TTTPP Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Done Trusted sites

The user shall follow established procedures for obtaining signatures and updating contract statuses.