

**For:** Tobacco State and County Offices

**Instructions for Processing Tobacco Transition Payment Program (TTPP) CCC-971's**

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



**1 Overview**

**A Background**

In the past, CCC-971's were submitted through State Offices to the National Tobacco Processing Center (NTPC) for manual processing. This process, although cumbersome and time consuming, was used as a temporary work-around solution.

TTPP has been enhanced to provide County Offices the ability to enter valid CCC-971's on-line. Only 8-year and 9-year contract CCC-971's will be allowed at this time; 7-Year online CCC-971's will **not** be allowed at this time.

**B Purpose**

The purpose of this notice is to provide County Offices with instructions for CCC-971 software enhancements. Software availability is targeted for January 2, 2007.

**2 Action**

**A County Office Action**

County Offices shall:

- follow internal controls and procedures to reasonably ensure that CCC-971's are valid and sufficiently supported to prevent improper contract payments
- become familiar with TTPP enhancements for CCC-971's
- ensure that all name and address information is complete
- ensure that all taxpayer ID numbers (TIN's) are accurate

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2007	Tobacco State Offices; State Offices relay to County Offices

## Notice TB-1221

### 2 Action (Continued)

#### A County Office Action (Continued)

- ensure that the total transferred base quota level (BQL) equals CCC-955/CCC-956 BQL
- ensure that all CCC-971's not processed are placed into In-Dispute (DI) status
- complete CCC-770 TTPP's for all new CCC-955/CCC-956's before FY 2007 payment disbursement.

#### B State Office Action

State Offices shall:

- become familiar with TTPP enhancements for CCC-971's
- contact Wallace Nuttycombe, NTPC representative, at 800-673-2331 with questions
- ensure that County Offices follow the provisions of this notice.

### 3 CCC-971 System Functionality

#### A TTPP System Validation

TTPP has a number of automated validation checks built into the CCC-971 process before the transfer will be allowed. TTPP will validate:

- transferring CCC-955/CCC-956 status; **must** be either of the following:
  - approved (AP)
  - DI
- Service Center Information Management System (SCIMS) for transferee's TIN:
  - CCC-955/CCC-956's TIN **must** be in SCIMS
  - TIN's **must** be active
  - address for State and County Office **must** be in SCIMS
- financial eligibility; checks will **not** allow:
  - assignments against CCC-955/CCC-956
  - receivables against CCC-955/CCC-956 owner
  - claims against CCC-955/CCC-956 owner
  - other agency debt against CCC-955/CCC-956 owner
  - bankruptcy flag set on CCC-955/CCC-956 owner

3 CCC-971 System Functionality (Continued)

A TTPP System Validation (Continued)

- payment validation:
  - number of payments remaining
  - no missing payments
  - no payment discrepancies.

B User Interface

This is an example of TTPP Homepage. County Offices will CLICK “Contract Maintenance” under Links to begin CCC-971 process.

USDA United States Department of Agriculture

Tobacco Transition Payment Program

TTPP Home | About FSA | Help | Contact Us | Logout

**Links**

- Section 508
- Accessibility
- Manage Farm (Quota Holder)
- Quota Holder Data
- Producer Data
- Manage contract payment
- Prompt Pay Interest
- Contract Maintenance**
- Reports

**Tobacco Transition Payment Program Homepage**

On October 22, 2004, The President signed the American Jobs Creation Act of 2004, (Pub. L. 108-357) which includes the Fair and Equitable Tobacco Reform, commonly referred to as the tobacco buyout.

Under this legislation, payments are made to tobacco quota holders and producers. This legislation also ends all aspects of the Federal tobacco marketing quota and price support loan programs effective with the 2005 crop.

Please select Link to continue

## Notice TB-1221

### 3 CCC-971 System Functionality (Continued)

#### B User Interface (Continued)

This is an example of the new Contract Maintenance Screen. County Offices shall CLICK “CCC-971 Transfer” to initiate CCC-971 process.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program interface. The page title is "Tobacco Transition Payment Program". The navigation bar includes "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, a "Links" menu lists: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance Reports. The main content area is titled "Contract Maintenance" and contains the text "Select one of the actions for contract maintenance:". Below this text are four links: "CCC-971 Transfer" (red), "BQL Correction" (purple), "BQL Correction on Pending Contract" (purple), and "Tax ID Correction" (purple).

This is an example of the new CCC-971 Transfer Screen. On this screen, the County Office will Enter CCC-955/CCC-956 number to be transferred and the transfer reason.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program interface. The page title is "Tobacco Transition Payment Program". The navigation bar includes "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, a "Links" menu lists: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance Reports. The main content area is titled "CCC-971 Transfer" and contains two form fields: "Contract No." with the value "130192000932" and "Transfer Reason" with a dropdown menu. The dropdown menu is open, showing options: "Reason of Death", "Family Member Transfer", "Reason of Death" (highlighted), "Permanent Quota Assignment", and "Dissolved Entity".

**Notice TB-1221**

**3 CCC-971 System Functionality (Continued)**

**B User Interface (Continued)**

This is an example of the new Process CCC-971 Transfer Screen. On this screen, the County Office will add CCC-971 beneficiary information. The County Office will add new CCC-955/CCC-956 entity TIN's and BQL shares, 1 entity at a time, until all resulting CCC-955/CCC-956 beneficiaries have been added. Ensure that the total transferred BQL equals the original CCC-955/CCC-956 BQL.

**Links**

- Section 508
- Accessibility
- Manage Farm (Quota Holder)
- Quota Holder Data
- Producer Data
- Manage contract payment
- Prompt Pay Interest
- Contract Maintenance Reports

**Process CCC-971 Transfer**

Contract Number	371372000084
Customer Name	ROBERT SCOTT
Contract Type	CCC-955
Contract Status	AP
Tax ID/Type	XXXXXXXXXX/S
Annual Installments	
Total Contract BQL	
Remaining BQL	0

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**Add Beneficiary**

Tax id

Tax id type

BQL

Search Customer From SCIMS

Name	Tax ID/Type	BQL	Value	
WILBERT A SMITH	999999999/S	200	\$1,400.00	<a href="#">Edit</a> <a href="#">Delete</a>
WESLEY SMITHWICK	999999999/S	300	\$2,100.00	<a href="#">Edit</a> <a href="#">Delete</a>
SIBYL H SMITH	999999999/S	87	\$609.00	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total</b>		<b>587</b>	<b>\$4,109.00</b>	

**Note:** As beneficiary information is added, it will appear in CCC-955/CCC-956 summary table at the bottom of the screen. County Offices shall ensure that Name, Tax Id/Type, BQL, and Value are correct before clicking "Transfer Contract". TTPP will return an error message, if total BQL is not equal to the original CCC-955/CCC-956 BQL. County Offices will have the ability to edit or delete producer detail until the user clicks "Transfer Contract" and TTPP is updated.

## Notice TB-1221

### 3 CCC-971 Transfer System Functionality (Continued)

#### B User Interface (Continued)

This is an example of the Process CCC-971 Transfer Successfully Screen.

**Note:** The message, “Contract Number has been successfully transferred and is in cancelled status. Resulting contracts are as follows:” will be displayed when total BQL equals the original CCC-955/CCC-956 BQL.

The screenshot displays the USDA United States Department of Agriculture Tobacco Transition Payment Program (TTPP) interface. At the top, the USDA logo and program name are visible. 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, Manage Farm (Quota Holder), and Quota Holder Data. The main content area features a blue header for "Process CCC-971 Transfer Successfully" followed by a message: "Contract Number has been successfully transferred and is in cancelled status. Resulting contracts are as follows:". Below this message is a table with six columns: Name, Tax Id/Type, BQL, Value, New Contract Number, and New Contract Status. The table lists three entries for Wilbert A. Smith, Wesley Smithwick, and Sibyl H. Smith.

Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status
WILBERT A SMITH	999999999/S	200	\$1,400.00	371372000204	PE
WESLEY SMITHWICK	999999999/S	300	\$2,100.00	371372000205	PE
SIBYL H SMITH	999999999/S	87	\$609.00	371372000206	PE

Print the individual CCC-955/CCC-956's and follow internal controls and procedures for obtaining all the appropriate signatures.

## Notice TB-1221

### 3 CCC-971 Transfer System Functionality (Continued)

#### B User Interface (Continued)

This is an example of TTPP Contract Maintenance Report. This report will show all resulting CCC-955/CCC-956's associated with the original CCC-955/CCC-956 number.

TTPP Contract Maintenance Report												
Form Number: CCC-956												
Producer Contracts												
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type		
130192000938		DAVE DILLINGHAM	****0078(S)	12-14-2006	Cancelled	Flue-Cured	0000284	2004	456	ORG		
									Contract Total BQL			456
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type		
130192000944	130192000938	DORIS G JERNIGAN	****0335(S)		Pending	Flue-Cured	0000284	2004	450	971		
									Contract Total BQL			450
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type		
130192000945	130192000938	CARL TAWZER JR	****1758(S)	12-19-2006	Approved	Flue-Cured	0000284	2004	6	971		
									Contract Total BQL			6

**Note:** County Offices can find CCC-955/CCC-956 numbers resulting from CCC-971's through the reports link. When the reports page is displayed, select:

- “Search Reports by Name”
- then “Contract Maintenance” in the Report Name drop down box.

Enter either the original CCC-955/CCC-956 number or any of the new CCC-955/CCC-956 numbers and CLICK “View PDF Report”. The report will list all CCC-955/CCC-956's related to CCC-955/CCC-956 number entered.