

For: Tobacco State and County Offices

Maintaining Tobacco Transition Payment Program (TTPP) CCC-971 Contract Documentation
Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

CCC-971 transfer requests were sent to the State Offices for review **before** being sent to the National Tobacco Processing Center (NTPC) for processing. **Before** sending CCC-971 requests to the State Office, it was the Service Center’s responsibility to ensure that CCC-971 was complete, accurate, and signed by the appropriate party. Notice TB-1221 provided instructions for entering CCC-971 requests into TTPP. Even though the process is now automated, it is still the Service Center’s responsibility to ensure that all CCC-971 document requirements are met **before** the transfer request is processed in TTPP.

Note: TTPP software will **not** print CCC-971 transfer requests. Manual CCC-971 transfer requests **must** be completed **before** Service Centers process the requests.

B Purpose

This notice provides instructions for:

- ensuring that CCC-971 documentation is complete and accurate **before** entering requests in the automated system
- maintaining TTPP contract documentation of CCC-971 transfer requests.

Disposal Date	Distribution
July 1, 2007	Tobacco State Offices; State Offices relay to County Offices

Notice TB-1224

2 Action

A County Office Action

County Offices shall:

- use the forms web site located at <http://165.221.16.90/dam/ffasforms/currentforms.asp> to obtain CCC-971
- review all CCC-971 requests processed using the new TTPP software to ensure that all required documentation is on file, accurate, and signed
- ensure that all future CCC-971 requests are complete, accurate, and signed **before** entering requests into TTPP.

B State Office Action

State Offices shall ensure that counties follow the provisions of this notice.