

For: Tobacco State and County Offices

Instructions for Maintaining Tobacco Transition Payment Program (TTPP) Sold Contracts

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Once a TTPP contract is successfully sold through the Successor-in-Interest System, the TTPP contract status is automatically updated to Sold (SI). All future payments for sold TTPP contracts will be processed and validated at the National level. It is the County Offices responsibility to maintain the original TTPP contract documents of sold contracts.

B Purpose

This notice provides instructions about:

- identifying sold TTPP contracts
- maintaining TTPP contract documentation of sold contracts.

2 Action

A County Office Action

County Offices shall:

- identify all sold TTPP contracts using the Contract Status Report

Note: From the Contract Status Report drop-down box, select “Sold” status.

- maintain all sold TTPP contract documentation according to 25-AS.

B State Office Action

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

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