

For: Tobacco State and County Offices

**Instructions for Creating Multiple Contracts for a Person or Entity, on the Same Farm, on the Same Tract, for the Same Tobacco Type in the Tobacco Transition Payment Program (TTPP)**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

To prevent possible fraud, TTPP has prevented the creation of multiple contracts for a person or entity, on the same farm, on the same tract, for the same tobacco type since the inception of the program. Through implementation of the program it has become evident that there are legitimate circumstances where this must be allowed.

To accommodate this need, TTPP software has been modified to allow the creation of multiple contracts for a person or entity, on the same farm, on the same tract, for the same tobacco type for the following circumstances:

- quota holder or producer has passed away and a CCC-971 must be processed and the recipient is also a quota holder or producer on the same farm and tract for the same tobacco type
- quota holder or producer has sold their contract, but did not apply for all BQL they were entitled to, is eligible for additional BQL, and is signing up for the remaining years of the contract for the additional BQL on the same farm and tract for the same tobacco type.

These are the most common situations in which a person or entity should have multiple contracts on the same farm, on the same tract, for the same tobacco type. Contact National Tobacco Processing Center before creating multiple contracts for other situations.

The forthcoming software is targeted for release on **May 3, 2007**.

**B Purpose**

The notice provides how TTPP will process requests to create multiple contracts for a person or entity, on the same farm, on the same tract, for the same tobacco type.

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

## **Notice TB-1232**

### **2 Action**

#### **A County Office Action**

County Offices shall:

- become familiar with new TTPP software as outlined in this notice
- use TTPP software to create valid contracts for a person or entity, on the same farm, on the same tract, for the same tobacco type
- not create contracts for a person or entity, on the same farm, on the same tract, for the same tobacco type to replace terminated or canceled contracts.

#### **B State Office Action**

State Offices shall:

- ensure that County Offices follow the provisions in this notice
- contact Michele Corcoran at 800-673-2331 with questions.

## Notice TB-1232

### 3 TTPP Creating Multiple Contracts Process

#### A TTPP Create Contract

This is an example of TTPP Homepage. The example provided is of a Quota Holder Contract. To begin the create contract process, under Links, CLICK “**Quota Holder Data.**”

**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

This is an example of the Quota Holder Inquiry/Maintenance Search Screen. To access farm information, CLICK “Search by farm serial number” radio button, enter the farm number in the “Search Criteria:” field, and CLICK “**Submit**”.

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

### Quota Holder Inquiry/Maintenance

Search by tax id and type    Tax id type:

Search by farm serial number

Search by contract number

Search criteria:

[SCIMS Name Search](#)

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### 3 TTPP Creating Multiple Contracts Process (Continued)

#### A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance Summary Screen. Under Details, CLICK “View” for a contract to display the tracts for the selected contract.

**Notes:** If users CLICK “Previous”, Quota Holder Inquiry/Maintenance Search Screen will be displayed with no action taken.

If users click the contract number link for a quota holder, the View Contract – Results Screen will be displayed for the selected contract.

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

### Quota Holder Inquiry/Maintenance - Summary

Farm No.: 000999  
Tobacco County, TN  
Description: None

Details	Name	Tax id	Tax id type	Tobacco type	Contract No.	Contract status
<a href="#">View</a>	JOHN J DOE	*****9996	S	Flue-Cured	<a href="#">999999999991</a>	N/A
<a href="#">View</a>	JACK J DOE	*****9997	S	Flue-Cured	<a href="#">999999999992</a>	N/A
<a href="#">View</a>	JANE DOE	*****9998	S	Flue-Cured	<a href="#">999999999993</a>	N/A
<a href="#">View</a>	JAMES DOE	*****9999	S	Flue-Cured	<a href="#">999999999994</a>	N/A
<a href="#">View</a>	DAVID DOE	*****9910	S	Flue-Cured	<a href="#">999999999995</a>	N/A

[Previous](#)

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3 TTPP Creating Multiple Contracts Process (Continued)

A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Detail Screen. To begin to add an individual or entity to a tract, users click a tract number (001190 for purposes of this notice) on a tract to display the Quota Holder Inquiry/Maintenance – Add to Tract Screen for the selected tract.

**Notes:** If users CLICK “Previous”, Quota Holder Inquiry/Maintenance Search Screen will be displayed with no action taken.

Users may delete a tract by selecting the check box in the Delete Column and clicking “Submit.”

Quota Holder Inquiry/Maintenance - Detail						
Farm No.: 10009999		Tobacco County, TN				
Farm BQL: 73686		Tobacco type: Flue-Cured				
Description: None						
Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
Tract 0001190 Description				None		
<input type="checkbox"/>	0001190	49804	JOHN J DOE	****9996	<input type="text" value="49804"/>	999999999999
Tract 0001191 Description				None		
<input type="checkbox"/>	0001191	17388	JOHN J DOE	****9996	<input type="text" value="17388"/>	999999999999
Tract 0001298 Description				None		
<input type="checkbox"/>	0001298	2434	JANE J DOE	****9998	<input type="text" value="1217"/>	999999999999
<input type="checkbox"/>	0001298	2434	JAMES J DOE	****9999	<input type="text" value="1217"/>	999999999999
Tract 0001305 Description				None		
<input type="checkbox"/>	0001305	1493	JANE J DOE	****9998	<input type="text" value="1493"/>	999999999999
Tract 0034112 Description				None		
<input type="checkbox"/>	0034112	975	JOHN J DOE	****9996	<input type="text" value="975"/>	999999999999
Tract 0034810 Description				None		
<input type="checkbox"/>	0034810	500	JAMES DOE	****9999	<input type="text" value="0"/>	999999999999
<input type="checkbox"/>	0034810	500	DAVID DOE	****9910	<input type="text" value="500"/>	999999999999
Tract 0034811 Description				None		
<input type="checkbox"/>	0034811	1077	JAMES DOE	****9999	<input type="text" value="0"/>	999999999999
<input type="checkbox"/>	0034811	1077	DAVID DOE	****9910	<input type="text" value="1077"/>	999999999999
				<input type="button" value="Previous"/> <input type="button" value="Submit"/>		

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### 3 TTPP Creating Multiple Contracts Process (Continued)

#### A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Add to Tract Screen. **CLICK “SCIMS Name Search”** to select the correct individual/entity for adding to the tract.

Users may also enter the tax ID and tax ID type and **CLICK “Validate”**. TTPP will validate the tax ID in SCIMS.

If tax ID entered is valid, users may **CLICK “Submit”** to add the individual/entity to the tract.

**Note:** If users **CLICK:**

- **“Previous”**, the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken
- **“Reset”**, the Quota Holder Inquiry/Maintenance – Add to Tract Screen will be refreshed with the default values in the Tax ID and Tax ID Type fields
- **“Cancel”**, the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken.

The screenshot shows a web interface for "Quota Holder Inquiry/Maintenance - Add to Tract". On the left is a "Links" sidebar with options like "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 displays the following information:

- Farm No.: 0009999
- Location: Tobacco , TN
- Tobacco type: Flue-Cured
- Tract No: 0001190
- Quota Holder Name:

Below this information is a red link labeled "SCIMS Name Search". At the bottom, there are two input fields: "Tax id:" followed by a text box, and "Tax id type:" followed by a dropdown menu currently set to "Social Security". A "Validate" button is positioned below the "Tax id" field. At the very bottom of the screen are four buttons: "Previous", "Reset", "Cancel", and "Submit".

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### 3 TTPP Creating Multiple Contracts Process (Continued)

#### A TTPP Create Contract (Continued)

This is an example of the SCIMS Search Screen when users CLICK “SCIMS Name Search” on the Quota Holder Inquiry/Maintenance – Add to Tract Screen.

**Note:** If users CLICK “Reset”, the search criteria will be cleared.

**USDA Service Center Information Management System**  
Customer Search Page

Location State: TENNESSEE Service Center: SHELBYVILLE SERVICE CENTER

National Search:  Service Center Details

<b>Type</b> <input checked="" type="radio"/> Individual <input type="radio"/> Business <input type="radio"/> Both Active <input checked="" type="checkbox"/> Active and Inactive <input type="checkbox"/>	<b>Name</b> <input checked="" type="radio"/> Starts With <input type="radio"/> Exact Match Last or Business: <input type="text"/> First: <input type="text"/>
<b>Tax ID</b> ID: 999999999999 ID Type: Select One <input checked="" type="radio"/> Whole ID	<b>Other</b> Common Name: <input type="text"/> Zip Code: <input type="text"/> Phone No: <input type="text"/>

Search Reset

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3 TTPP Creating Multiple Contracts Process (Continued)

A TTPP Create Contract (Continued)

This is an example of the SCIMS Search Results Screen when users CLICK “Search”. Users click the common name link of the record for the individual/entity to be added to the tract in TTPP.

**Notes:** If users CLICK “End”, the Quota Holder Inquiry/Maintenance – Add to Tract Screen will be displayed.

If users CLICK “Search Again”, the SCIMS Search Screen will be displayed.

USDA Service Center  
Information Management System

Search Results

Based on selected Servicing Site NASHVILLE SERVICE CENTER

Select a customer:

Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	JOHN J DOE	*****9996	Social Security	111 Highway 1	Music City, TN 99999-9999		GEORGIA	TOBACCO

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[Search Again](#)      [End](#)

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### 3 TTPP Creating Multiple Contracts Process (Continued)

#### A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Add to Tract Screen with the Tax ID information populated. The user may CLICK “**Submit**” to add the individual/entity to the tract.

**Note:** If users CLICK:

- “**Previous**”, the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken
- “**Reset**”, the Quota Holder Inquiry/Maintenance – Add to Tract Screen will be refreshed with the default values in the Tax ID and Tax ID Type fields
- “**Cancel**”, the Quota Holder Inquiry/Maintenance – Detail Screen will be displayed with no action taken.

**Links**

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

**Quota Holder Inquiry/Maintenance - Add to Tract**

Farm No.: 0009999  
Location: Tobacco , TN  
Tobacco type: Flue-Cured  
Tract No: 0001190  
Quota Holder Name:

[SCIMS Name Search](#)

Tax id:  Tax id type:

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3 TTPP Creating Multiple Contracts Process (Continued)

A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Detail Screen with the individual/entity (John J Doe) added with another record on Tract 0001190. The Quota Holder BQL is defaulted to zero. A message is displayed at the top of the page, indicating the quota holder was added successfully.

Quota Holder Inquiry/Maintenance - Detail						
<p>Message: Add quota holder successful</p> <p>Farm No.: 0009999      Tobacco County, TN</p> <p>Farm BQL: 73686      Tobacco type: Flue-Cured</p> <p>Description: None</p>						
Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
<b>Tract 0001190 Description</b> None						
<input type="checkbox"/>	0001190	49804	JOHN J DOE	****9996	49804	999999999999
<input type="checkbox"/>	0001190	49804	JOHN J DOE	****9996	0	999999999999
<b>Tract 0001191 Description</b> None						
<input type="checkbox"/>	0001191	17388	JOHN J DOE	****9996	17388	999999999999
<b>Tract 0001298 Description</b> None						
<input type="checkbox"/>	0001298	2434	JANE J DOE	****9998	1217	999999999999
<input type="checkbox"/>	0001298	2434	JAMES J DOE	****9999	1217	999999999999
<b>Tract 0001305 Description</b> None						
<input type="checkbox"/>	0001305	1493	JANE J DOE	****9998	1493	999999999999
<b>Tract 0034112 Description</b> None						
<input type="checkbox"/>	0034112	975	JOHN J DOE	****9996	975	999999999999
<b>Tract 0034810 Description</b> None						
<input type="checkbox"/>	0034810	500	JAMES DOE	****9999	0	999999999999
<input type="checkbox"/>	0034810	500	DAVID DOE	****9910	500	999999999999
<b>Tract 0034811 Description</b> None						
<input type="checkbox"/>	0034811	1077	JAMES DOE	****9999	0	999999999999
<input type="checkbox"/>	0034811	1077	DAVID DOE	****9910	1077	999999999999

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3 TTPP Creating Multiple Contracts Process (Continued)

A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Detail Screen. The users must update BQL to the correct amount and CLICK “Submit” to add BQL to the tract for the quota holder. A “Quota Holder BQL” of 100 has been entered for tract 0001190 for John J Doe. Users **must** CLICK “Submit” for the change to be saved to TTPP database.

**Links**

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

Quota Holder Inquiry/Maintenance - Detail

Message: Add quota holder successful

Farm No.: 0009999      Tobacco County, TN  
 Farm BQL: 73686      Tobacco type: Flue-Cured  
 Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
<b>Tract 0001190 Description</b>			None			
<input type="checkbox"/>	0001190	49804	JOHN J DOE	****9996	49804	99999999999
<input type="checkbox"/>	0001190	49804	JOHN J DOE	****9996	<input style="width: 50px;" type="text" value="100"/>	99999999999
<b>Tract 0001191 Description</b>			None			
<input type="checkbox"/>	0001191	17388	JOHN J DOE	****9996	17388	99999999999
<b>Tract 0001298 Description</b>			None			
<input type="checkbox"/>	0001298	2434	JANE J DOE	****9998	<input style="width: 50px;" type="text" value="1217"/>	99999999999
<input type="checkbox"/>	0001298	2434	JAMES J DOE	****9999	<input style="width: 50px;" type="text" value="1217"/>	99999999999
<b>Tract 0001305 Description</b>			None			
<input type="checkbox"/>	0001305	1493	JANE J DOE	****9998	<input style="width: 50px;" type="text" value="1493"/>	99999999999
<b>Tract 0034112 Description</b>			None			
<input type="checkbox"/>	0034112	975	JOHN J DOE	****9996	975	99999999999
<b>Tract 0034810 Description</b>			None			
<input type="checkbox"/>	0034810	500	JAMES DOE	****9999	<input style="width: 50px;" type="text" value="0"/>	99999999999
<input type="checkbox"/>	0034810	500	DAVID DOE	****9910	<input style="width: 50px;" type="text" value="500"/>	99999999999
<b>Tract 0034811 Description</b>			None			
<input type="checkbox"/>	0034811	1077	JAMES DOE	****9999	<input style="width: 50px;" type="text" value="0"/>	99999999999
<input type="checkbox"/>	0034811	1077	DAVID DOE	****9910	<input style="width: 50px;" type="text" value="1077"/>	99999999999

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3 TTPP Creating Multiple Contracts Process (Continued)

A TTPP Create Contract (Continued)

This is an example of the Quota Holder Inquiry/Maintenance – Detail Screen with the added individual/entity BQL value of 100 and the message “Add quota holder successful.”

Users must CLICK “Previous” to return to the Quota Holder Inquiry/Maintenance – Summary Screen to create the contract.

**Links**

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

Quota Holder Inquiry/Maintenance - Detail

Message: Update successful

Farm No.: 0009999      Tobacco County, TN  
 Farm BQL: 73686      Tobacco type: Flue-Cured  
 Description: None

Delete	Tract No	Tract BQL	Name	Tax id	Quota Holder BQL	Contract No.
<b>Tract 0001190 Description</b>				None		
<input type="checkbox"/>	0001190	49804	JOHN J DOE	*****9996	49804	999999999999
<input type="checkbox"/>	0001190	49804	JOHN J DOE	*****9996	100	999999999999
<b>Tract 0001191 Description</b>				None		
<input type="checkbox"/>	0001191	17388	JOHN J DOE	*****9996	17388	999999999999
<b>Tract 0001298 Description</b>				None		
<input type="checkbox"/>	0001298	2434	JANE J DOE	*****9998	1217	999999999999
<input type="checkbox"/>	0001298	2434	JAMES J DOE	*****9999	1217	999999999999
<b>Tract 0001305 Description</b>				None		
<input type="checkbox"/>	0001305	1493	JANE J DOE	*****9998	1493	999999999999
<b>Tract 0034112 Description</b>				None		
<input type="checkbox"/>	0034112	975	JOHN J DOE	*****9996	975	999999999999
<b>Tract 0034810 Description</b>				None		
<input type="checkbox"/>	0034810	500	JAMES DOE	*****9999	0	999999999999
<input type="checkbox"/>	0034810	500	DAVID DOE	*****9910	500	999999999999
<b>Tract 0034811 Description</b>				None		
<input type="checkbox"/>	0034811	1077	JAMES DOE	*****9999	0	999999999999
<input type="checkbox"/>	0034811	1077	DAVID DOE	*****9910	1077	999999999999

**Notice TB-1232**

**3 TTPP Creating Multiple Contracts Process (Continued)**

**A TTPP Create Contract (Continued)**

This is an example of the Quota Holder Inquiry/Maintenance – Summary Screen. Users must CLICK “**Create**” to begin creating the contract for the individual/entity on the farm and tract previously entered.

**Note:** Users may CLICK “**View**” for a record to display, the tract information for that contract.

Links		Quota Holder Inquiry/Maintenance - Summary				
<a href="#">Section 508 Accessibility</a> <a href="#">Manage Farm (Quota Holder)</a> <a href="#">Quota Holder Data</a> <a href="#">Producer Data</a> <a href="#">Manage contract payment</a> <a href="#">Prompt Pay Interest</a> <a href="#">Contract Maintenance</a> <a href="#">Reports</a>		Farm No.: 000999 Tobacco County, TN Description: None				
Details	Name	Tax id	Tax id type	Tobacco type	Contract No.	Contract status
<a href="#">View</a>	JOHN J DOE	*****9996	S	Flue-Cured	999999999999	Approved
<a href="#">View</a>	JOHN J DOE	*****9996	S	Flue-Cured	<a href="#">Create</a>	N/A
<a href="#">View</a>	JANE J DOE	*****9998	S	Flue-Cured	999999999999	N/A
<a href="#">View</a>	JAMES J DOE	*****9999	S	Flue-Cured	999999999999	N/A
<a href="#">View</a>	JAMES DOE	*****9999	S	Flue-Cured	999999999999	N/A
<a href="#">View</a>	DAVID DOE	*****9910	S	Flue-Cured	999999999999	N/A

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### 3 TTPP Creating Multiple Contracts Process (Continued)

#### A TTPP Create Contract (Continued)

This is an example of the Create Contract Screen with the farm and tract information. Users **must** verify the information and CLICK “**Submit**” to create the contract.

**Note:** If the user CLICKS “**Previous**”, the Quota Holder Inquiry/Maintenance – Summary Screen will be displayed with no action taken.

Tract No	Tract BQL	Tobacco type	Name	Tax id	Quota Holder BQL
0001190	59804	Flue-Cured	JOHN J DOE	*****9996	100

This is an example of the Create Contract – Results Screen. Click the Contract Number link to view the View Contract Results Screen.

**Note:** If users CLICK “**Previous**”, the Quota Holder Inquiry/Maintenance Summary Screen will be displayed.

Contract Number: [999999999999](#) was successfully created.

**Notice TB-1232**

**3 TTPP Creating Multiple Contracts Process (Continued)**

**A TTPP Create Contract (Continued)**

This is an example of the View Contract – Results Screen. The user should follow TTPP policy to process the contract.

**Notes:** If users CLICK “**Previous**”, the Quota Holder Inquiry/Maintenance Summary Screen will be displayed.

If users CLICK “**View PDF**”, CCC-955 (Quota Holder) or CCC-956 (Producer) will be displayed in a PDF file.

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

  

View Contract - Results		
Form Number	CCC-955	
Contract Number	999999999999	
Contract Status	Pending	
CCC-960 Status		
Annual Installments	0	
State FSA Code	13	
County FSA Code	019	
Farm Number	0009999	
FSA Crop Code	Flue-Cured	
Contract Price Per Pound	\$7.00	
Total Contract BQL	100	
Total Contract Value	\$700.00	
<b>Contract Origination</b>		
Tax ID	****9996	
Tax ID Type Code	Social Security	
Full Name	JOHN J DOE	
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999	
Phone Number	Unavailable	
<b>Tract Number</b>	<b>Tract Quota Pounds</b>	<b>Owner Quota Pounds</b>
0001190	59804	100
<b>Total</b>		<b>100</b>