

For: Tobacco State and County Offices

Tobacco Transition Payment Program (TTPP) Selection Register

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1217 provided instructions for preparing for FY 2007 TTPP annual payment processing including CCC-770 TTPP provisions.

County Office spot check requirements have been revised to require the following:

- review of **100 percent** of all TTPP contracts that have never received a payment before the FY 2008 annual payment being disbursed
- review of **10 percent, but not less than 10** of all approved producer and quota holder TTPP contracts not later than December 31, 2007
- review contracts where the contract holder is an employee or STC or COC member not later than December 31, 2007, according to Notice CM-576.

To assist users during this review, a new report, TTPP Selection Register, will provide users with a complete list of all approved contracts based upon criteria entered by the user.

B Purpose

This notice:

- revises provisions in Notice TB-1217 about required CCC-770 TTPP spot checks
- provides the updated CCC-770 TTPP, including the removal of item 7 I
- provides instructions for using the new CCC-770 TTPP
- provides clarification that CCC-770 TTPP, item 7 H (AD-1026 question) only applies to producer contracts

Disposal Date	Distribution
March 1, 2008	Tobacco State Offices; State Offices relay to County Offices

Notice TB-1237

1 Overview (Continued)

B Purpose (Continued)

- provides the correct handbook reference for CCC-770 TTPP, item 7 E
- provides the correct handbook reference and web-based Financial Services update for CCC-770 TTPP, item 7 G.

2 Action

A County Office Action

County Offices shall:

- become familiar with the TTPP Selection Register Report
- run the TTPP Selection Register Report using a date range of June 20, 2005, to the current date
- rerun the TTPP Selection Register Report on January 2, 2008, using a date range of June 20, 2005, to December 31, 2007, to ensure that all new approved contracts that will receive the first payment under TTPP have been reviewed before FY 2008 annual payments

- before December 31, 2007, complete CCC-770 TTPP (Exhibit 1) for:

- **all** approved contracts that have never received a payment
- 10 percent of all approved producer contracts, but not less than 10 contracts per county

Note: If more than 10 percent of the producer contracts have already been spot-checked by the County Office before this revised provision, no further review is required.

- 10 percent of all approved quota holder contracts, but not less than 10 contracts per county

Note: If more than 10 percent of the quota holder contracts have already been spot-checked by the County Office before this revised provision, no further review is required.

- approved contracts where the contract holder is an employee or STC or COC member.

Notice TB-1237

2 Action (Continued)

B CED Action

CED's shall spot check:

- a minimum of 10 quota holder and 10 producer CCC-770 TTPP's completed each FY quarter, including the October through December FY 2008 quarter
- up to five CCC-770 TTPP's for each SC, COC, and/or employee according to Notice CM-576, subparagraph 2 A.

C DD Action

DD's shall:

- ensure that County Offices follow the provisions of this notice
- spot check up to five CCC-770 TTPP's for each STC, COC, and/or employee according to Notice CM-576, subparagraph 2 B
- spot check a minimum of 5 quota holder and 5 producer CCC-770 TTPP's reviewed by CED, per County Office, per FY quarter, including the October through December FY 2008 quarter
- select CCC-770 TTPP's from CED spot checks indicated on the TTPP Selection Register Report
- report to the State Office on CCC-966 (Report No. TTPP-1R) (Exhibit 2) by FY quarter, a list of CCC-770 TTPP's reviewed and status of concurrence (concur or do not concur) not later than **December 2, 2007**.

D State Office Action

State Offices shall:

- become familiar with the new TTPP Spot Check Register Report
- report to the National Tobacco Processing Center (NTPC) by FAX at 609-620-7865, a list of CCC-770 TTPP's by contract number reviewed on CCC-967 (Report No. TTPP-1R) (Exhibit 3), by DD in which DD did **not** concur with CED review not later than **January 4, 2008** (negative report required)

Note: Include a copy of the respective CCC-770 TTPP.

- ensure that County Offices follow the provisions of this notice.

3 System Functionality for Reports

A Report Overview

The cover page will include a legend decoding the different abbreviations used in the requested report.

B TTPP Spot Check Register Report

The TTPP Spot Check Register Report is available to users through the TTPP reports link at “TTPP Selection Register Report”.



Select an option for all fields and enter a date range before CLICKING “View PDF Report”. The “State” field will only display if the user is a National user. The “County” field will display for all State and National users and those county users that support more than 1 county.



3 System Functionality for Reports (Continued)

B TTPP Spot Check Register Report (Continued)

In addition to the contract information, the report includes the following 4 columns to identify the reason the contract was selected for review.

- **“COF Selection” Column.**

- If the contract is approved and has never had a payment disbursed, this column will be populated with “R” and the County Office must complete CCC-770 TTPP.
- If the contract holder is an employee or STC or COC member, the County Office must mark the contract in this column with “R” and complete CCC-770 TTPP. The County Office can search TTPP for contracts using the Service Center Information Management System name search function on either the Quota Holder Inquiry/Maintenance Screen or Producer Inquiry/Maintenance Screen.
- If the contract is selected to be reviewed to meet the 10 percent requirement, the County Office must mark the contract in this column with “S” and complete CCC-770 TTPP.

- **“CED Selection” Column.**

If the contract is selected by CED to be reviewed, this column must be marked with “X” and CED must complete CCC-770 TTPP.

- **“DD Selection” Column.**

If the contract is selected by DD to be reviewed, this column must be marked with “X” and DD must complete CCC-770 TTPP.

- **Determining the Number of Contracts to Spot Check.**

To determine the number of contracts that must be reviewed to meet the 10 percent requirements, the County Office must:

- count the number of records where the “COF Selection” column has been populated with “R”
- determine the difference between the total number of contracts contained on the last page of the report and the count of the records where the “COF Selection” column has been populated with “R” and multiply the difference by 10 percent
- randomly select that number of contracts to be reviewed and mark the “COF Selection” column with “S”.

Notice TB-1237

3 System Functionality for Reports (Continued)

B TTPP Spot Check Register Report (Continued)

Example: In this example, the user selected the following

- “Quota Holder”
- “Approved” contract statuses
- date range of “07/14/06” to “07/16/06”.

Note: The report is sorted by the contract number.

TTPP Selection Register - Quota Holder								
State: Ohio('39')			County: Scioto('145')					
Date Range: '07/14/2005' to '07/16/2005'								
Contract Number	Number of Installments	Contract Status	Contract Type	Approval Date	COF Selection Mark "R" or "S"	CED Selection Mark "X"	DD Selection Mark "X"	Remarks
99999999991	10	Approve	ORG	07-15-2005				
99999999992	10	Approve	ORG	07-15-2005				
99999999993	10	Approve	ORG	07-15-2005				
99999999994	10	Approve	ORG	07-15-2005				
99999999995	10	Approve	ORG	07-14-2005				
99999999996	10	Approve	ORG	07-15-2005				
99999999997	10	Approve	ORG	07-15-2005				
99999999998	10	Approve	ORG	07-15-2005				
99999999999	10	Approve	ORG	07-15-2005				
99999999910	10	Approve	ORG	07-15-2005				
99999999911	10	Approve	ORG	07-15-2005				
99999999912	10	Approve	ORG	07-15-2005				
99999999913	10	Approve	ORG	07-15-2005				
99999999914	10	Approve	ORG	07-14-2005				
99999999915	10	Approve	ORG	07-15-2005				
99999999916	10	Approve	ORG	07-15-2005				
99999999917	10	Approve	ORG	07-15-2005				
99999999918	10	Approve	ORG	07-15-2005				
99999999919	10	Approve	ORG	07-15-2005				
99999999920	10	Approve	ORG	07-15-2005				

Date Printed: 05-17-2007 Page 1 of 8

Notice TB-1237

3 System Functionality for Reports (Continued)

B TTPP Spot Check Register Report (Continued)

Note: This is an example of the last page of the TTPP Spot Check Register Report. The total number of contracts selected is displayed. This total is the basis for calculating the number of contracts to be checked.

The screenshot displays a web-based report interface. On the left side, there is a vertical navigation menu with buttons for 'Bookmarks', 'Signatures', 'Layers', 'Pages', and 'Comments'. The main content area shows the following information:

State: Ohio(39) County: Scioto(145)
Date Range: '07/14/2005' to '07/16/2005'

Contract Number	Number of Installments	Contract Status	Contract Type	Approval Date	COF Selection Mark "R" or "S"	DED Selection Mark "C"	DD Selection Mark "X"	Remarks
99999999921	10	Approve	ORG	07-15-2005				
99999999922	10	Approve	ORG	07-15-2005				
99999999923	10	Approve	ORG	07-14-2005				
99999999924	10	Approve	ORG	07-15-2005				
99999999925	10	Approve	ORG	07-15-2005				
99999999926	10	Approve	ORG	07-15-2005				

Summary: 152 contracts

Date Printed: 05-17-2007

Page 8 of 8

CCC-770 TTPP, Tobacco Transition Payment Program (TTPP) Payment Checklist

The following is an example of CCC-770 TTPP.

This form is available electronically.

CCC-770 TTPP U.S. DEPARTMENT OF AGRICULTURE (05-22-07) Commodity Credit Corporation TOBACCO TRANSITION PAYMENT PROGRAM (TTPP) PAYMENT CHECKLIST	1. Name of Contract Holder				
	2. Date Checklist Completed (MM-DD-YYYY)				
	3. State Office Name		4. County Office Name		
	5. Payment Year		6. Contract Number		
7. Office Staff Actions:	Handbook or Other Applicable References	YES	NO	N/A	Date Completed
A. Is CCC-955/956 completed correctly? Includes verifying the following: - BQL spreadsheet, if applicable. - Contract period. - Date signed by applicant. - Second party review performed. - CCC Representatives signature.	TTPP Notices				
B. Is copy of the approved CCC-971 filed with the contract and the original contract number entered on the CCC-960, if the contract was originated from a CCC-971?	TTPP Notices				
C. Is CCC-960 completed correctly? Includes verifying the following: - Number of installments. - Contract period. - CCC representative signature	TTPP Notices				
D. Are joint venture or general partnership member shares loaded in the Joint Operations file on System 36, if applicable?	2-PL				
E. Have signatures for all forms been obtained according to 1-CM?	1-CM				
F. Have indicators for the following been updated in the System 36, Name and address file and web, Financial Services, if applicable? - claims - receivables - other agency debts - nonresident aliens - bankruptcy	1-CM Notice FI-2760				
G. Has CCC-959 has been entered in the system by contract number, if applicable? - includes verifying MDR for multi-year assignments, if non-exempt	63-FI, paragraph 126 TTPP Notices				
H. Was AD-1026 completed and updated in the web based subsidiary file for the CCC-956 contract?	6-CP 3-PL				
8. Remarks					
CERTIFICATION:					
9A. Signature of Preparer(s)				9B. Date (MM-DD-YYYY)	
10. I concur/do not concur the above items have been verified and updated:				<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur	
10A. CED Signature for Spot Check				10B. Date (MM-DD-YYYY)	
11. I concur/do not concur the above items have been verified and updated:				<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur	
11A. DD Signature for Spot Check				11B. Date (MM-DD-YYYY)	

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