

For: Tobacco State and County Offices

Tobacco Transition Payment Program (TTPP) County Office Spot Check Requirements

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

National Notice TB-1237 revised provisions in Notice TB-1217 about required CCC-770 TTPP spot checks and provided a TTPP Selection Register Report for completing the spot checks.

B Purpose

This notice provides additional instructions for:

- completing the TTPP Selection Register
- County Office required spot checks
- CED and DD required spot checks
- completing the updated CCC-770 TTPP (dated 5-22-07).

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

2 TTPP Spot Checks

A TTPP Spot Check Register

County Offices shall complete each column on the spot check register report according to the following information.

- **“COF Selection” Column**

County Office will mark this column with “R” if the contract is approved and was a required:

- TTPP spot check under National Notice TB-1217 (8-year contracts)
- spot check before making the first payment (10 and 9 year contracts that had never received a 2005 and/or 2006 contract payment before the FY 2007 contract payment).

- **“CED Selection” Column**

If CCC-770 TTPP has been reviewed by CED, the County Office will mark this column with “X”.

- **“DD Selection” Column**

If CCC-770 TTPP has been reviewed by DD, the County Office will mark this column with “X”.

- **“Remarks” Column**

The County Office will list in this column the date CCC-770 TTPP was completed by the County Office.

B County Office Required Spot Checks

County Office shall complete CCC-770 TTPP for all approved contracts where the contract holder is an employee, STC or COC member to include former employees and COC members from 2005 and 2006.

Notice TB-1238

2 TTPP Spot Checks (Continued)

C CED Required Spot Checks

If the County Office did not complete any CCC-770 TTPP's in an FY quarter, CED review requirement will not apply to that FY quarter.

CED spot check reviews are now tracked on the TTPP Spot Check Register Report, and the contract numbers are no longer required to be included in the COC minutes.

If the County Office has TTPP contracts for more than 1 type of tobacco (such as burley, dark-air cured and/or fire-cured) CED is not required to spot check more than the minimum of 10 quota holder and 10 producer CCC-770 TTPP's completed each FY quarter between all types of tobacco.

Note: CED should ensure that all types of tobacco are represented in the spot check of the minimum 10 quota holder and 10 producer CCC-770 TTPP's reviewed during the FY quarter.

D DD Required Spot Checks

If CED did not review any CCC-770 TTPP's in an FY quarter (because the County Office did not complete any CCC-770 TTPP's in that FY quarter) the DD review requirement will not apply to that FY quarter. DD shall submit a negative report (CCC-967) for that FY quarter to the State Office no later than December 3, 2007.

3 Updated CCC-770 TTPP

A County Office Action

County Offices:

- shall use the revised CCC-770 TTPP (dated 5-22-07) to complete spot checks
- are **not** required to go back and complete a new CCC-770 TTPP for approved TTPP contracts that have already been spot checked and completed since May 21, 2007, using the previous version of CCC-770 TTPP (dated 12-08-06).