

For: Tobacco State and County Offices

Deleted and/or Added Quota Holder Report - State Office Review

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Tobacco Transition Payment Program (TTPP) software tracks ownership record changes made within the TTPP database. To delete or add an owner to the TTPP database, **acceptable documentation** must have been submitted to the County Office according to 3-CM. Notice TB-1174 required County Offices to perform a second party review on all documentation to support each deletion/addition listed on the Quota Holder – Deleted and/or Added Quota Holder Report by November 1, 2005.

Subsequent to the review required by Notice TB-1174 OIG conducted an audit to determine if payments were issued to eligible quota holders. Findings indicate that in some cases, County Offices did not obtain documentation to support changes in ownership, therefore State Offices will be required to spot check the Deleted and/or Added Quota Holder Report to ensure that acceptable documentation is on file to support the ownership claim.

B Purpose

This notice provides instructions for spot checking the Deleted and/or Added Quota Holder Report for the required documentation to support the deletion or addition of owners to TTPP farms.

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

Notice TB-1241

2 Action

A County Office Action

County Offices shall:

- run the Quota Holder – Deleted and/or Added Quota Holder Report no later than August 17, 2007, for State Office representative's review
- when instructed by State Office representative, in writing, place the quota holder contract into "in dispute" status until the parties have provided acceptable documentation to support ownership; and notify the contract holder, by certified mail, that acceptable ownership documentation must be provided to the County Office within 30 calendar days from date of notification
- if acceptable documentation is not provided within 30 calendar days, notify the contract holder, by certified mail, that the contract is being "involuntarily terminated" and provide appeal rights according to 1-APP.

Note: County Office must obtain State Office concurrence before placing the contract into "involuntary termination" status in the web-based TTPP system.

B State Office Representative Action

State Office representative shall:

- spot check 15 percent of TTPP farms listed on the Quota Holder – Deleted and/or Added Quota Holder Report in each TTPP County Office for acceptable supporting ownership documentation no later than October 12, 2007
- instruct the applicable County Office, in writing, to place any contract found with unacceptable or lack of documentation to support ownership into "in dispute" status until acceptable documentation has been provided by all parties or the contract is involuntarily terminated
- report by memo to SED no later than October 26, 2007, contracts where ownership records were improperly modified.

C SED Action

SED shall report by memo to DAFP no later than November 9, 2007, contracts where ownership records were improperly modified.