

For: Tobacco State and County Offices

**Online CCC-960's, Tobacco Transition Payment Program (TTPP)  
Notification of Contract Approval and Appeal Rights**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

After CCC-955/CCC-956 second party reviews, quota holders and producers will given CCC-960. CCC-960 is:

- **not** available through the public or employee forms Web sites
- **only** available through Tobacco Transition Payment Program (TTPP) software.

CCC-960 period will run for 30 calendar days from the time CCC-955/CCC-956 is approved.

**Note:** CCC-955/CCC-956 approval signifies the second party review has been completed. CCC-955/CCC-956 payment will be processed **after** CCC-960 status has been set to “not applicable”, “received”, or “appeal period has expired.”

Prior year financial CCC audits identified a material weakness requiring improved financial system functionality and funds control. Currently CCC does **not** have a completely integrated obligation and disbursement system to track and govern the status of obligations and administrative limitations established by legislation or FSA policy. The Obligation Management Service (OMS) has been established to address this material weakness. TTPP is required to track obligations and any changes in the status of an obligation of funds in the OMS system for a specific CCC-955/CCC-956 at the time CCC-955/CCC-956 is created or updated. This enhancement allows financial obligations to be monitored more effectively.

CCC-955/CCC-956's **cannot** access the OMS system to track obligation and change actions immediately. Therefore, all obligations activities will be performed in a batch process that will run every 5 minutes while CCC-955/CCC-956 is available.

Software targeted for release on **March 28, 2008**, will update the TTPP application to inform the user of obligations dependencies when processing CCC-955/CCC-956's. These changes will provide additional messages that will be displayed when creating CCC-955/CCC-956 to inform the user of the obligation status and the actions that may be required once the obligation has been created.

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

## Notice TB-1253

### 1 Overview (Continued)

#### B Purpose

This notice provides:

- steps that will be **required** to perform the CCC-955/CCC-956 approval process
- CCC-955/CCC-956 second party review process
- CCC-960 statuses and uses.

### 2 Action

#### A County Office Action

County Offices shall:

- complete a second party review of all CCC-955/CCC-956's in "complete" status associated with a farm
- become familiar with CCC-960 (subparagraph 4 A)
- update CCC-955/CCC-956's to the proper status and, if applicable, create and update CCC-960 to its proper status, print, and mail.

#### 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.

### 3 CCC-960's

#### A CCC-960 Statuses

CCC-960 was developed to notify quota holders and producers of their right to appeal their BQL. CCC-960 statuses are:

- **"not applicable"**, used when CCC-955/CCC-956 second party review is completed **without** any changes to BQL and is in "approved" (AP) status
- **"mailed"**, used when a quota holder or producer CCC-955/CCC-956 required BQL changes because of the second party review, requiring a new signed CCC-955/CCC-956
- **"received"**, used when CCC-960 was mailed and has been returned signed to the County Office.

**Note:** "Received" status **must** be updated in TTPP on the **same day** CCC-960 is received in the County Office.

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### 3 CCC-960's (Continued)

#### B Setting CCC-960 Statuses

After the second party review is completed and **no changes** were required to BQL, the:

- CCC-955/CCC-956 shall be updated to AP status
- CCC-960 shall be updated to “not applicable” status.

Payment requests for second party reviewed, AP status CCC-955/CCC-956's will be transferred to NPS during the next TTPP payment cycle.

If changes are required, enter modified BQL on CCC-955/CCC-956 and update CCC-955/CCC-956 to “pending” status. Print CCC-955/CCC-956 for quota holder or producer signature.

When the new CCC-955/CCC-956 is signed, CCC-960 shall be:

- created
- updated to “**mailed**” status
- mailed to the quota holder or producer for signature.

If the signed CCC-960 is **not** returned, a 30-calendar-day waiting period for payment will apply.

**Note:** If 1 quota holder or producer from a multiple quota holder/producer farm indicates a desire to appeal, all CCC-955/CCC-956's associated with that farm **must** be placed into “In Dispute” (DI) status until **all** appeal rights have been exhausted. If all signed CCC-960's on a farm are returned with item 9 A checked, all CCC-960 associated with the farm shall be updated to “received” status.

Where there are both quota holder and producer CCC-955/CCC-956's (or multiple kinds of tobacco) on the same farm, each kind of CCC-955/CCC-956 (or type of tobacco) shall be treated separately.

**Example:** FSN 1 has 1 quota holder who has appealed to COC. CCC-955/CCC-956 shall be changed to DI status. The producer CCC-955/CCC-956's on this farm **will not** be affected by the quota holder dispute.

**Important:** For CCC-955/CCC-956 to be updated to AP status, all the following condition must be met:

- the county **has** a signed CCC-955/CCC-956 with correct BQL
- a second party review completed for **all** CCC-955/CCC-956's on the affected farm
- CCC-955/CCC-956 holder meets **all** TTPP eligibility requirements.

## Notice TB-1253

### 4 System Functionality

#### A CCC-955/CCC-956 Approval Functionality

To approve CCC-955/CCC-956 and create or update CCC-960, on TTPP Homepage, CLICK “Quota Holder Data” or “Producer Data”. In this example, user clicked Quota Holder Data. The Quota Holder Inquiry/Maintenance Screen will be displayed. 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](#)

The search results will be displayed on the Quota Holder Inquiry/Maintenance – Summary Screen with all CCC-955/CCC-956’s attached to the selected farm.

To access CCC-955/CCC-956 to be approved, click on the applicable CCC-955/CCC-956 number.

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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	999999999991	N/A
<a href="#">View</a>	JACK J DOE	*****9997	S	Flue-Cured	999999999992	N/A
<a href="#">View</a>	JANE DOE	*****9998	S	Flue-Cured	999999999993	N/A
<a href="#">View</a>	JAMES DOE	*****9999	S	Flue-Cured	999999999994	N/A
<a href="#">View</a>	DAVID DOE	*****9910	S	Flue-Cured	999999999995	N/A

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4 System Functionality (Continued)

A CCC-955/CCC-956 Approval Functionality (Continued)

The following is an example of the View Contract – Results Screen; a read **only** screen. To update CCC-955/CCC-956 status, CLICK “Update”.

An obligations message may be displayed, if CCC-955/CCC-956 is not in AP or DI status.

IF...	THEN the following message will be displayed...
obligations have been finalized	“Contract Obligations are finalized. Please proceed with Approval process for this contract.”
CCC-955/CCC-956 is approved pending obligations establishment	“This contract is Approved pending Obligations establishment. No further action is allowed until the required Obligations are created by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. Once the Obligations have been finalized, you can change the contract status to Approved.”

**Note:** A list of all CCC-955/CCC-956 statuses and their descriptions are provided in subparagraph C.

USDA United States Department of Agriculture  
Tobacco Transition Payment Program

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**View Contract - Results**  
Message: Contract Obligations are finalized. Please proceed with Approval process for this contract.

Form Number	CCC-955
Contract Number	9999999999
Contract Status	Approved - Obligation Complete
CCC-960 Status	Not applicable
Annual Installments	8
State FSA Code	37
County FSA Code	107
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	\$7.00
Total Contract BQL	23
Total Contract Value	\$161.00

Contract Origination	
Tax ID	*****9999
Tax ID Type Code	Sodal Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	9999999999

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0009999	12136	23
<b>Total</b>		<b>23</b>

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2007	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Previous | Update | View PDF

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4 System Functionality (Continued)

A CCC-955/CCC-956 Approval Functionality (Continued)

The following is an example of the Update Contract Screen. There are now 3 fields that can be updated, Contract Status, CCC-960 Status, and Annual Installments. After CCC-955/CCC-956 has been changed to AP status, select the applicable “CCC-960 Status” from the drop-down box, according to subparagraph B, and enter the number of “Annual Installments”. After applicable fields have been updated, CLICK “Submit”.

**USDA** United States Department of Agriculture  
**Tobacco Transition Payment Program**

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**Update Contract**

Form Number	CCC-955
Contract Number	9999999999
Contract Status	Pending
CCC-960 Status	
Annual Installments	0
State FSA Code	37
County FSA Code	107
Farm Number	0009999
FSA Crop Code	Flue-Cured
Contract Price Per Pound	\$7.00
Total Contract BQL	500
Total Contract Value	\$3,500.00

**Contract Origination**

Tax ID	***** 9999
Tax ID Type Code	Social Security
Full Name	JOHN J DOE
Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
Phone Number	Unavailable

Tract Number	Tract Quota Pounds	Owner Quota Pounds
0009999	19206	500
<b>Total</b>		500

Previous Submit

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### 4 System Functionality (Continued)

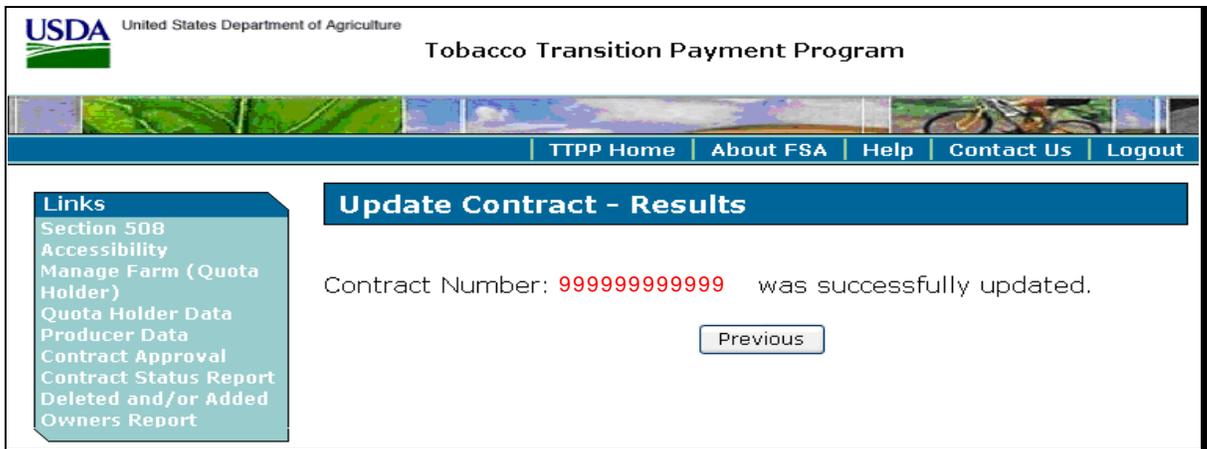
#### A CCC-955/CCC-956 Approval Functionality (Continued)

The following is an example of the Security Information dialog box that users may receive when accessing the PDF formatted CCC-960; indicating that the user is accessing an application that is outside of TTPP, such as Adobe Acrobat, that will be used to display CCC-960. CLICK “Yes”; CCC-955/CCC-956 will be updated.



The following is an example of the Update Contract – Results Screen. Click the Contract Number to view. The View Contract Results Screen will be displayed. User will be able view the updated CCC-955/CCC-956 and print CCC-960.

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



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4 System Functionality (Continued)

B CCC-960's

The following is an example of CCC-960, in PDF format, that will print when CCC-960 is set to "not applicable" status.

**Note:** CCC-960, item 9A "certification box" will **not** be displayed and does **not** print.

CCC-960 should be printed and mailed to the address shown in item 5. When using the print option, on the Printer Criteria Screen, users may enter the "number of copies requested".

CCC-960 (08-10-05)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Contract Number 999999999999	2. Notification Date(MM-DD-YYYY) 05-08-2007
<b>TOBACCO TRANSITION PAYMENT PROGRAM (TTPP)                  NOTIFICATION OF CONTRACT                  APPROVAL AND APPEAL RIGHTS</b>				3A. County Office Address (Including Zip Code) P. O. BOX 159 KINSTON, NC 28502-0159	
				3B. County Office Telephone Number (Including Area Code) (252)523-0524 x2	
5. TO: (Name and Address of Quota Holder/Producer)					
JOHN J DOE 111 HIGHWAY 1 MUSIC CITY, TN 99999-9999					
<b>PART A - QUOTA HOLDER/PRODUCER CONTRACT APPROVAL</b>					
6. Quota Holder TTPP Payment Formula: (Item 6A, times Item 6B, equals Item 6C).					
6A. Approved Base Quota Level (BQL) Pounds for Payment 500		6B. Payment Rate \$7.00 per Pound of BQL		6C. Total Quota Holder TTPP Payment \$3500.00	
7. Producer TTPP payment formula: (Item 7A times Item 7B equals Item 7C for each applicable crop year for which you shared in the risk production. Item 7D is the total dollar amount for all crop years listed in Item 7C.)					
7A. Approved Base Quota Level (BQL) Pounds for Payment		7B. Payment Rate		7C. Crop Year TTPP Producer Payment	
(1) Year	(2) Pounds for Payment				
2002		x	\$1.00	=	
2003		x	\$1.00	=	
2004		x	\$1.00	=	
7D. Total Producer TTPP Payment:					
Your contract has been approved as shown above. One tenth of the total TTPP payment shown will be paid each year in <u>10</u> annual installments.					
8A. Signature of Commodity Credit Corporation (CCC) Representative			8B. Title		8C. Date (MM-DD-YYYY)
<b>PART B - QUOTA HOLDER/PRODUCER APPEAL RIGHTS</b>					
9A. IF YOU DISAGREE with any of the information shown above you may appeal to the FSA county committee in accordance with the regulations at 7 CFR Part 780. The source of funds for these payments is derived from a special assessment on certain domestic manufacturers and importers of tobacco products. Accordingly, in order to ensure that the total amount of these assessments is calculated correctly, CCC will not issue any TTPP payment to a quota holder or producer until all administrative appeal rights have been exhausted.					
9B. Signature of Addressee (Quota Holder/Producer)					9C. Date (MM-DD-YYYY)
<b>NOTE:</b> The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.  The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004 (the Act)). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided.  The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.					

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4 System Functionality (Continued)

B CCC-960's (Continued)

The following is an example of CCC-960, in PDF format, that will print when CCC-960 is set to "mailed" status. "Mailed" status indicates that BQL was changed **after** CCC-955/CCC-956 holder signed the original CCC-955/CCC-956.

**Note:** CCC-960, item 9 A will be displayed with "certification box" for CCC-955/CCC-956 holder to check the box indicating a desire to appeal.

CCC-960 (08-10-05)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Contract Number 999999999999	2. Notification Date(MM-DD-YYYY) 05-11-2007
<b>TOBACCO TRANSITION PAYMENT PROGRAM (TTPP) NOTIFICATION OF CONTRACT APPROVAL AND APPEAL RIGHTS</b>				3A. County Office Address (Including Zip Code) PO BOX 1108 DILLON, SC 29536-1108	
				3B. County Office Telephone Number (Including Area Code) (843)774-5122	4. Taxpayer Identification Number *****9999
5. TO: (Name and Address of Quota Holder/Producer)					
JOHN J DOE 111 HIGHWAY 1 MUSIC CITY, TN 99999-9999					
<b>PART A - QUOTA HOLDER/PRODUCER CONTRACT APPROVAL</b>					
6. Quota Holder TTPP Payment Formula: (Item 6A, times Item 6B, equals Item 6C).					
6A. Approved Base Quota Level (BQL) Pounds for Payment x		6B. Payment Rate \$7.00 per Pound of BQL		6C. Total Quota Holder TTPP Payment =	
7. Producer TTPP payment formula: (Item 7A times Item 7B equals Item 7C for each applicable crop year for which you shared in the risk production. Item 7D is the total dollar amount for all crop years listed in Item 7C.)					
7A. Approved Base Quota Level (BQL) Pounds for Payment		7B. Payment Rate		7C. Crop Year TTPP Producer Payment	
(1) Year	(2) Pounds for Payment				
2002	23576	x	\$1.00	=	\$23576.00
2003		x	\$1.00	=	
2004		x	\$1.00	=	
7D. Total Producer TTPP Payment:					\$23576.00
Your contract has been approved as shown above. One tenth of the total TTPP payment shown will be paid each year in <u>8</u> annual installments. Due to the missed deadlines, you will not receive the first two annual payments.					
8A. Signature of Commodity Credit Corporation (CCC) Representative			8B. Title		8C. Date (MM-DD-YYYY)
<b>PART B - QUOTA HOLDER/PRODUCER APPEAL RIGHTS</b>					
9A. IF YOU DISAGREE with any of the information shown above you may appeal to the FSA county committee in accordance with the regulations at 7 CFR Part 780. The source of funds for these payments is derived from a special assessment on certain domestic manufacturers and importers of tobacco products. Accordingly, in order to ensure that the total amount of these assessments is calculated correctly, CCC will not issue any TTPP payment to a quota holder or producer until all administrative appeal rights have been exhausted.					
<input type="checkbox"/> If you agree with all of the information shown above and will not be filing an appeal, please enter a checkmark in this checkbox and return to the address in Item 3A. When CCC has determined that all quota holders or all producers on the farm have exhausted their appeals, or informed CCC that they will not be filing an appeal, TTPP payments will be issued to all quota holders or all producers, respectively, on the farm. You have 30 days from the date in Item 2 of this form to appeal to the FSA county committee.					
9B. Signature of Addressee (Quota Holder/Producer)					9C. Date (MM-DD-YYYY)
<b>NOTE:</b> The authority for collecting the following information is Pub. L. 108-357. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.  The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the following information is Pub. L. 108-357 (The Fair and Equitable Tobacco Reform Act of 2004 (the Act)). The information will be used to determine eligibility for program payments. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in a determination of ineligibility. This information may be provided to other agencies, IRS, including 18 USC 286, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3729, may be applicable to the information provided. <b>IF YOU AGREE WITH THE INFORMATION SHOWN ABOVE AND WILL NOT BE FILING AN APPEAL, RETURN THIS COMPLETED FORM TO THE ADDRESS IN ITEM 3A.</b>  The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.					

**Notes:** After the print job is complete, use the browser "Back" button to exit Adobe Acrobat, the Update Contract Screen will be displayed.

This is one of the few times users should use the browser "Back" button.

**Notice TB-1253**

**4 System Functionality (Continued)**

**C CCC-955/CCC-956 Statuses**

The following table provides the current CCC-955/CCC-956 statuses and their description.

<b>CCC-955/CCC-956 Status</b>	<b>CCC-955/CCC-956 Status Description</b>
PE	Pending
PO	Pending - Pending De-Obligation
CP	Complete
AP	Approved
AO	Approved - Pending Obligation
AF	Approved - Obligation Complete
AC	Approved - Rescind Signed Payment - Pending Obligation Adjustment
AA	Approved - Pending Annual Batch Obligation
CL	Cancelled
CO	Cancel - Pending De-Obligation
SC	Cancel Sold – Pending Re-Obligation
SI	Sold
SO	Sold Pending De- Obligation
DI	In Dispute
DC	In Dispute - Rescind Signed Payment - Pending Obligation Adjustment
DA	In Dispute - Pending Annual Batch Obligation
IT	Involuntary Termination
IO	Involuntary Termination Pending De-Obligation
VT	Voluntary Termination
TO	Voluntary Termination Pending De-Obligation
VC	Voluntary Cancellation
VO	Voluntary Cancellation Pending De-Obligation