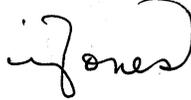


For: Tobacco State and County Offices

**Instructions for Processing CCC-971 Requests**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice TB-1249 provided instructions for entering CCC-971's.

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. Tobacco Transition Payment Program (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. The instructions in this notice have been modified to include steps that will be **required** to perform CCC-971 transfers.

Software targeted for release on **March 28, 2008**, will update the TTPP application to inform the user of obligations dependencies when entering CCC-971 requests. Additional CCC-955/CCC-956 statuses have been added to indicate the status of the obligation for CCC-955/CCC-956's.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2008	Tobacco State Offices; State Offices relay to applicable County Offices

## Notice TB-1257

### 1 Overview (Continued)

#### A Background (Continued)

The following errors have occurred when entering CCC-971's:

- failure to cancel an incorrect payment on the original CCC-955/CCC-956 has resulted in the beneficiary's CCC-955/CCC-956 being created with **not** enough years
- failure to validate base quota level (BQL) due each beneficiary has resulted in the beneficiary's CCC-955/CCC-956 BQL being incorrect.
- emphasize that the user **must** validate the number of years and BQL for the original CCC-955/CCC-956 **before** completing CCC-971
- provide instructions for processing a CCC-971 to an estate when the transfer reason is "Reason of Death" and the estate has been assigned a Federal employer number; see 1-CM for establishing an estate in the Service Center Information Management System (SCIMS).

Users shall review this notice carefully to ensure that CCC-955/CCC-956's are processed correctly.

#### B Purpose

This notice provides instructions for online CCC-971's

## Notice TB-1257

### 2 Action

#### A County Office Action

County Office shall:

- follow internal controls and procedures to reasonably ensure that CCC-971 requests are valid and sufficiently supported to prevent improper CCC-955/CCC-956 payments
- require CCC-971 to be filed no later than November 1 of FY to be eligible for the current FY payment for transfer reasons "Family Member Transfer" or "Permanent Quota Assignment"
- require CCC-971 to be filed no later than September 30 of each FY to be eligible for the current FY payment for transfer reasons "Dissolved Entity" or "Reason of Death"
- become familiar with TTPP enhancements for CCC-971's
- ensure that:
  - all name and address information is complete
  - all taxpayer ID numbers (TIN's) are accurate
  - the SCIMS record for CCC-955/CCC-956 owner is correct
  - the original CCC-955/CCC-956 BQL is correct (verify against filed paperwork)
  - the number of payments remaining on CCC-955/CCC-956 to be transferred is correct
  - there are no signed payments that should be rescinded before transferring CCC-955/CCC-956
  - the total transferred BQL equals CCC-955/CCC-956 BQL
  - all CCC-971's **not** processed are placed into "in-dispute" (DI) status.

#### B State Office Action

State Offices shall:

- become familiar with TTPP enhancements for CCC-971's
- contact Michele Corcoran, NTPC representative, at 800-673-2331 with questions
- ensure that County Offices follow the provisions of this notice.

### 3 CCC-971 Transfer Software

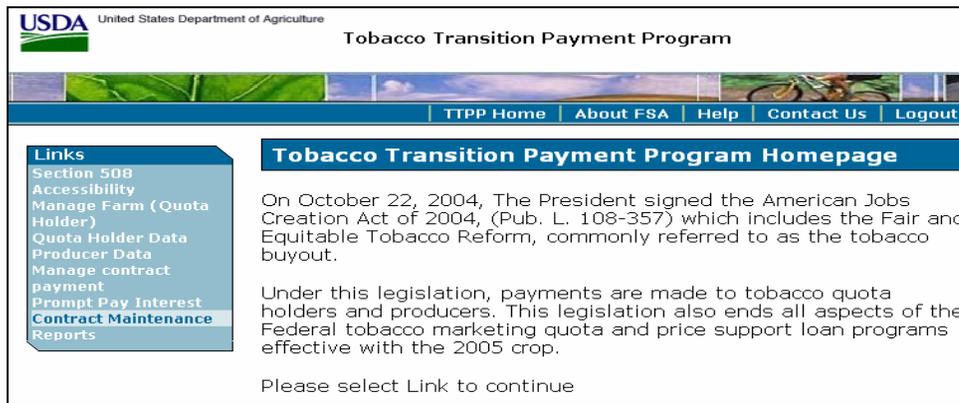
#### A TTPP System Validation

TTPP has a number of automated validation checks built into the CCC-971 process before the transfer will be allowed. TTPP will validate:

- that transferring CCC-955/CCC-956 status is either of the following:
  - “approved” (AP)
  - DI
- that Service Center Information Management System (SCIMS) for transferee’s TIN is:
  - present
  - active
  - present and active for the given State and county
- financial eligibility; validation checks will **not** allow:
  - assignments against CCC-955/CCC-956
  - receivables against the CCC-955/CCC-956 owner
  - claims against the CCC-955/CCC-956 owner
  - other agency debt against the CCC-955/CCC-956 owner
  - bankruptcy flag to be set on the CCC-955/CCC-956 owner
- payments for:
  - the number remaining
  - any missing
  - discrepancies.

#### B CCC-971 Transfer Process

This is an example of the TTPP Homepage. Under Links, CLICK “Contract Maintenance”.



## Notice TB-1257

### 3 CCC-971 Transfer Software (Continued)

#### B CCC-971 Transfer Process (Continued)

This is an example of the Contract Maintenance Screen. CLICK “CCC-971 Transfer” to begin the CCC-971 process.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program interface. The page title is "Tobacco Transition Payment Program". The navigation bar includes "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, there is a "Links" menu with options: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance Reports. The main content area is titled "Contract Maintenance" and contains the text "Select one of the actions for contract maintenance:". Below this text are four links: "CCC-971 Transfer" (in red), "BQL Correction" (in blue), "BQL Correction on Pending Contract" (in blue), and "Tax ID Correction" (in purple).

This is an example of the CCC-971 Transfer Screen. Enter CCC-955/CCC-956 number to be transferred, select the “Transfer Reason”, and CLICK “**Submit**”. TTPP will evaluate CCC-955/CCC-956 and CCC-955/CCC-956 owner to determine whether CCC-971 can be processed for the existing CCC-955/CCC-956.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program interface. The page title is "Tobacco Transition Payment Program". The navigation bar includes "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left, there is a "Links" menu with options: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance Reports. The main content area is titled "CCC-971 Transfer" and contains two form fields: "Contract No." with a text input field containing "999999999999" and "Transfer Reason" with a dropdown menu. The dropdown menu is open, showing the following options: "Reason of Death", "Family Member Transfer", "Reason of Death" (highlighted), "Permanent Quota Assignment", and "Dissolved Entity".

**Notes:** Error messages that may be displayed are detailed in this subparagraph.

County Offices shall ensure that CCC-955/CCC-956 number and transfer reason are correct before clicking “Submit”.

**Notice TB-1257**

**3 CCC-971 Transfer Software (Continued)**

**B CCC-971 Transfer Process (Continued)**

The following table provides a description of each transfer reason.

<b>Transfer Reason</b>	<b>Description</b>
Family Member Transfer	CCC-955/CCC-956 can be transferred to a family member. A family member means a parent; grandparent or other direct lineal ancestor; child or other direct lineal descendent; spouse; or sibling of a tobacco quota holder or tobacco producer.
Reason of Death	<p>CCC-955/CCC-956 can be transferred to the surviving spouse upon presentation of a death certificate, without regard to any will or other document by CCC-955/CCC-956 holder.</p> <p>If there is no surviving spouse, CCC-955/CCC-956 can be transferred to the estate by any person allowed under State law to distribute the assets of the deceased CCC-955/CCC-956 holder. Evidence of such authority includes documents such as a copy of the court order identifying the person to act on behalf of the estate or a statement from the county attorney for the county in which the deceased person resided giving the person authority to act on behalf of the estate.</p> <p><b>Note:</b> If the transfer reason is “Reason of Death” and the beneficiary is an estate, the estate <b>must</b> exist in SCIMS with a Federal employer number or the CCC-955/CCC-956 holder’s TIN (see 1-CM for establishing an estate in SCIMS).</p>
Permanent Quota Assignment	CCC-955/CCC-956 can be transferred to a party who had purchased a tobacco marketing quota before October 22, 2004, and had placed the quota on the CCC-955/CCC-956 holder’s farm with their consent <b>before</b> October 22, 2004, according to 7 CFR Part 723.216.
Dissolved Entity	<p>CCC-955/CCC-956 can be transferred to the members of the entity if the entity is dissolved. In the case of an entity dissolved after enrollment, the members will be considered the CCC-955/CCC-956 holders for future year payments. BQL under CCC-955/CCC-956 should be divided among the members based on each member’s share of the entity at the time of dissolution. All parties <b>must</b> sign new CCC-955/CCC-956’s.</p> <p>When an estate is settled and CCC-955/CCC-956 is to be divided among the beneficiaries, the transfer reason should be “Dissolved Entity.”</p>

**Notice TB-1257**

**3 CCC-971 Transfer Software (Continued)**

**B CCC-971 Transfer Process (Continued)**

This table lists all error messages and a description of the error that may be displayed when, on the CCC-971 Transfer Screen, users enter CCC-955/CCC-956 number, select a transfer reason, and CLICK “**Submit**”.

**Note:** CCC-955/CCC-956 family is defined as the original CCC-955/CCC-956 and all subsequent CCC-955/CCC-956’s created as a result of CCC-955/CCC-956 maintenance actions taken on the original CCC-955/CCC-956 and any resulting CCC-955/CCC-956.

<b>Error Message</b>	<b>Description</b>
Valid Contract # is required.	CCC-955/CCC-956 number entered does <b>not</b> exist in TTPP.
If the Transfer Reason is Dissolved Entity, the contract owner must not be an individual.	CCC-955/CCC-956 owner is <b>not</b> an individual.
If the Transfer Reason is Reason of Death, the contract owner must not be an entity.	CCC-955/CCC-956 owner is <b>not</b> an entity.
No contract data found for Contract Number 999999999.	CCC-955/CCC-956 number <b>cannot</b> be found in TTPP.
This contract has been sold. The contract must be in Approved or In Dispute Status to perform a 971 transfer.	CCC-955/CCC-956 status is sold.
Contract is not in Approved or Dispute Status. The contract must be in either approved or Dispute status to perform a 971 Transfer.	CCC-955/CCC-956 status is <b>not</b> sold, AP, or DI.
Invalid Annual Installments on Contract.	CCC-971 transfer will <b>not</b> be allowed on CCC-955/CCC-956 with fewer installments than there are years remaining in TTPP.
Contract Owner not found in SCIMS.	SCIMS record does <b>not</b> exist for the CCC-955/CCC-956 owner.
Contract Owner is Inactive in SCIMS	CCC-955/CCC-956 owner’s record in SCIMS is inactive.
No address found in SCIMS for state and county of the contract.	CCC-955/CCC-956 owner does <b>not</b> have a record in SCIMS for CCC-955/CCC-956 State and county or the county link is inactive.
Current Tax ID *****9999 in SCIMS does not match the Tax ID *****9999 on the Contract.	CCC-955/CCC-956 owner’s TIN in SCIMS does <b>not</b> match TIN on CCC-955/CCC-956 in TTPP.
Contract Owner Tax ID *****9999 has an Assignment on the Contract.	An assignment has been entered in Financial Services for CCC-955/CCC-956.

Notice TB-1257

3 CCC-971 Transfer Software (Continued)

B CCC-971 Transfer Process (Continued)

Error Message	Description
Contract Owner Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Other Agency Debt.	An other agency debt has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for the CCC-955/CCC-956 owner.
Entity Member Tax ID *****9999 has an Assignment on the Contract.	Assignment has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Other Agency Debt.	An other agency debt has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Contract is not fully paid in Year YYYY.	CCC-955/CCC-956 family has been paid in the year, but has not been paid in full.
Contract requires payment in Year YYYY.	CCC-955/CCC-956 family has not been paid any amount for the year indicated.
10 Year Contracts require at least one payment if the 971 Reason is not Death of Existing Contract Holder.	No payments have been made to CCC-955/CCC-956 family, CCC-955/CCC-956 is for 10 years, and the Reason is <b>not</b> death.
Contract has a payment discrepancy in Year YYYY based on the Contract Owner's Subsidiary Eligibility.	In a given year, the payment amount percentage to the CCC-955/CCC-956 family does <b>not</b> equal the percent eligible based on subsidiary eligibility (such as all members are not eligible; if paid 40 percent of annual value then 40 percent of member ownership must be eligible) for that year. The error message will be displayed for each year there is a payment discrepancy.
Contract Owner has a Subsidiary Eligibility violation in YYYY and 971 reason is not Death of Existing Contract Holder.	CCC-955/CCC-956 family is <b>not</b> fully paid in the year, the CCC-971 transfer reason is <b>not</b> death of holder, and the CCC-955/CCC-956 owner has a subsidiary eligibility violation in that year.
10 Year Contracts require at least one payment if the 971 Reason is not Death of Existing Contract Holder and the Contract Owner passes Subsidiary Eligibility.	No payments have been made to CCC-955/CCC-956, CCC-955/CCC-956 is for 10 years, the transfer reason is <b>not</b> death of holder, and CCC-955/CCC-956 owner passes full subsidiary eligibility for 2005.

## Notice TB-1257

### 3 CCC-971 Transfer Software (Continued)

#### C CCC-971 Transfer Process - Add Beneficiary

This is an example of the Process CCC-971 Transfer Screen. On the Process CCC-971 Transfer Screen, County Offices will:

- add CCC-971 beneficiary information
- add new CCC-955/CCC-956 entity TIN's and BQL shares, 1 entity at a time, until all resulting CCC-955/CCC-956 beneficiaries have been added
- ensure that the total transferred BQL equals the original CCC-955/CCC-956 BQL.

TTPP will determine whether the beneficiary and BQL information entered is complete and accurate based on program requirements.

If CCC-955/CCC-956 owner is a joint venture or general partnership and the transfer reason is "Dissolved Entity" the beneficiary information displayed will default to the ownership percentage defined for the entity in adjusted gross income (AGI) (see subparagraph D if the reason is "Dissolved Entity").

The screenshot displays the 'Process CCC-971 Transfer' interface. On the left is a 'Links' sidebar with options like 'Section 508 Accessibility', 'Manage Farm (Quota Holder)', and 'Quota Holder Data'. The main area shows contract details for 'JAMES H DOE' with contract number 999999999999, type CCC-955, and status AP. Below this is the 'Add Beneficiary' section with input fields for 'Tax id', 'Tax id type' (set to Social Security), and 'BQL'. A table lists existing beneficiaries: JOHN J DOE (200 BQL, \$1,400.00), JANE H DOE (300 BQL, \$2,100.00), and JOSEPH H DOE (87 BQL, \$609.00). A 'Total' row shows 587 BQL and \$4,109.00. At the bottom are 'Transfer Contract' and 'Cancel' buttons.

Name	Tax ID/Type	BQL	Value	
JOHN J DOE	****9991/S	200	\$1,400.00	<a href="#">Edit</a> <a href="#">Delete</a>
JANE H DOE	****9992/S	300	\$2,100.00	<a href="#">Edit</a> <a href="#">Delete</a>
JOSEPH H DOE	****9994/S	87	\$609.00	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total</b>		<b>587</b>	<b>\$4,109.00</b>	

## Notice TB-1257

### 3 CCC-971 Transfer Software (Continued)

#### C CCC-971 Transfer Process - Add Beneficiary (Continued)

**Notes:** Error messages that may be displayed are detailed in this subparagraph.

As beneficiary information is added, it will appear in the CCC-955/CCC-956 summary table at the bottom of the screen. Before clicking “Transfer Contract” the County Offices shall **ensure** that the:

- “**Annual Installments**” of CCC-955/CCC-956 being transferred are correct
- total transferred BQL equals the original CCC-955/CCC-956 BQL
- "Name", "Tax ID/Type", "BQL", and "Value" fields are correct for **each** beneficiary according to CCC-971 documentation.

**Note:** If a CCC-955/CCC-956 payment has been returned, it **must** be cancelled **before** entering CCC-971. If any incorrect outstanding payments are **not** cancelled, the resulting CCC-955/CCC-956’s will be for the **incorrect** number of years.

County Offices will have the ability to edit or delete beneficiary detail until the user clicks “Transfer Contract” and TTPP is updated. TTPP will determine whether the beneficiary and BQL information entered is complete and accurate based on TTPP requirements. TTPP will return an error

If the CCC-955/CCC-956 owner is a joint venture or general partnership and the transfer reason is “Dissolved Entity” the beneficiary information displayed will default to the ownership percentage defined for the entity in adjusted gross income (AGI) (see subparagraph 3 F).

Notice TB-1257

3 CCC-971 Transfer Software (Continued)

C CCC-971 Transfer Process - Add Beneficiary (Continued)

This table lists all error messages and a description of the error that may be displayed when, for beneficiary information on the Process CCC-971 Transfer Screen, users select CCC-955/CCC-956 and CLICK “Transfer Contract”.

Error Message	Description
No customer was found in SCIMS for the given tax ID and ID type.	SCIMS record does <b>not</b> exist for the beneficiary.
Tax ID and type of new contract must come from the same State and county of the original contract.	Beneficiary does <b>not</b> have a record in SCIMS for State and county of CCC-955/CCC-956 or the address link is inactive.
Beneficiary already exists in beneficiary list.	Beneficiary has already been added and <b>cannot</b> be added again.
Valid tax ID needed.	The tax ID entered does <b>not</b> exist in SCIMS.
Valid BQL value is needed.	BQL for the beneficiary has <b>not</b> been entered.
BQL values can't be negative.	BQL entered for the beneficiary is a negative amount.
Remaining BQL is less than 0, please correct beneficiaries BQL value.	Total BQL entered to be transferred is greater than the remaining BQL.
No beneficiaries are defined, contract can't be transferred.	No beneficiaries have been entered.
Can't create more than 1 new 971 contracts on the same existing contract owner.	The same beneficiary has been entered more than once.
Transfer BQL can not be less than 0.	Total BQL to be transferred <b>cannot</b> be negative.
Does not sum to original BQL.	The sum of all BQL entered for the beneficiaries do <b>not</b> equal CCC-955/CCC-956 BQL being transferred.
Cannot perform 971 to same tax ID if tax ID type not “S”.	Only 1 beneficiary was entered, the beneficiary has the same tax ID as the contract holder and the tax ID type of the contract holder is <b>not</b> “S”.
Transfer to same tax ID can only be done to estate; SCIMS does not have Bus type as 06 (Estate).	The single beneficiary entered has the same tax ID as the contract holder, but does <b>not</b> have a SCIMS business type of 06 (Estate).
Requested transfer is to different SCIMS record, but same tax ID; if same person merge SCIMS records; if not, follow SCIMS policy to correct duplicate SSN situations.	There are 2 SCIMS records with the same tax ID. The potential duplicate records <b>must</b> be resolved before completing the transfer.
Transfer to estate with same tax ID is only allowed for reason of death.	Transfer to an estate with the same tax ID can only be completed if the transfer reason is “Reason of Death”.

3 CCC-971 Transfer Software (Continued)

D CCC-971 Transfer Process – Estate

This is an example of the Process CCC-971 Transfer Screen when only 1 beneficiary was entered in the Add Beneficiary Screen and the beneficiary had the same tax ID as the contract holder. On this screen, County Offices **must** review the message and confirm there is **not** a surviving spouse.

IF...	THEN the...
there is a surviving spouse	user <b>must</b> CLICK “Yes.” The message, “ <b>Contract cannot be transferred to estate if surviving spouse exists</b> ” will be displayed; the transfer will be cancelled and the CCC-971 Transfer Screen will be displayed.
users CLICK "Cancel"	transfer will be cancelled and the user will be returned to the CCC-971 Transfer Screen.
users CLICK "No"	Process CCC-971 Transfer Dissolved Entity Screen will be displayed for the user to confirm the transfer.

**Links**

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

**Process CCC-971 Transfer - Estate**

Contract Number	99999999111
Customer Name	JERRY DOE
Contract Type	CCC-956
Contract Status	DI
Tax ID/Type	*****8888/S
Annual Installments	7
Total Contract BQL	22

Beneficiary Info			
Name	Tax ID/Type	Estate	BQL
JERRY DOE ESTATE	*****8888/E	100%	22

Requested 971 Transfer is assumed to be transfer to estate with name change only. Characteristics of transfer are:

- 100% of BQL transferred to new contract
- Name for contract is changed and will show as new name on all contracts owned by this person in TTPP screens. To transfer other contracts to the estate, follow same process as for the current transfer even though the name shows in the system as the estate

The following question must be answered:  
**Is there a surviving spouse?**

3 CCC-971 Transfer Software (Continued)

E CCC-971 Transfer Process – Dissolved Entity Add Beneficiary

This is an example of the Process CCC-971 Transfer Screen when CCC-955/CCC-956 owner being transferred is a joint venture or general partnership and the CCC-971 transfer reason is “Dissolved Entity.” The “Beneficiary Info” displayed will default to the ownership percentage defined for the entity AGI. County Offices will only be able to increase or decrease BQL amount for each beneficiary by 1 BQL. County Offices will **not** be able to edit any other beneficiary information. TTPP will be updated when the users click “Transfer Contract.” Users may cancel CCC-971 by clicking “Cancel.”

The screenshot shows the USDA Tobacco Transition Payment Program (TTPP) web interface. The main heading is "Tobacco Transition Payment Program". Below the heading is a navigation bar with links: "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left side, there is a "Links" menu with items: "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", and "Contract Maintenance Reports". The main content area is titled "Process CCC-971 Transfer Dissolved Entity" and displays the following contract details:

- Contract Number: 999999999990
- Customer Name: DOE FARMS
- Contract Type: CCC-956
- Contract Status: DI
- Tax ID/Type: \*\*\*\*\*9993/E
- Annual Installments: 9
- Total Contract BQL: 6548

Below the contract details is a table titled "Beneficiary Info":

Name	Tax ID/Type	Actual Share	BQL	New BQL
JANE DOE	*****9992/S	0.5	3274	<input type="text" value="3275"/>
JOHN DOE	*****9991/S	0.5	3274	<input type="text" value="3273"/>
<b>TOTAL</b>		<b>1.0</b>	<b>6548</b>	

At the bottom of the form are two buttons: "Transfer Contract" and "Cancel".

**Note:** If users increase or decrease a beneficiary’s BQL by more than 1, the following message will be displayed, “Message: BQL value can only be adjusted by 1.”

## Notice TB-1257

### 3 CCC-971 Transfer Software (Continued)

#### F Process CCC-971 Transferred Successful Screen

This is an example of the Process CCC-971 Transferred Successful Screen when the original CCC-955/CCC-956 has an outstanding obligation. Both the original and the new CCC-955/CCC-956 are displayed in Obligation Pending status.

The following message will be displayed for CCC-971 transfers when the original CCC-955/CCC-956 has an outstanding obligation, “The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to the final status accordingly (Cancel or Pending).”

If the original CCC-955/CCC-956 does **not** have an outstanding obligation, only the new CCC-955/CCC-956 will be displayed (in Pending status) and the obligations message will **not** be displayed.

The message, “Contract Number has been successfully transferred and is in canceled status. Resulting contracts are as follows:” will be displayed when total BQL equals the original CCC-955/CCC-956 BQL and the original CCC-955/CCC-956 has no outstanding obligations.

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

The screenshot shows the USDA Tobacco Transition Payment Program (TTPP) web interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture" and "Tobacco Transition Payment Program". Below this is a navigation bar with links for "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". On the left side, there is a "Links" menu with options like "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", and "Contract Maintenance Reports". The main content area features a blue header for "Process CCC-971 Transferred Successful". Below the header, a message states: "Contract has been successfully transferred. Resulting contracts are as follows: The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contracts will be set to final status accordingly (Cancel and Pending)." Below the message is a table with the following data:

Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status
JANE DOE	*****9992/S	3275	\$3275.00	<a href="#">99999999930</a>	Pending – Pending De-Obligation
JOHN J DOE	*****9991/S	3273	\$3273.00	<a href="#">99999999940</a>	Pending – Pending De-Obligation

County Offices shall print the individual CCC-955/CCC-956's and follow internal controls and procedures for obtaining all the appropriate signatures.

Notice TB-1257

3 CCC-971 Transfer Software (Continued)

G View Contract – Results Screen

When the original CCC-955/CCC-956 has an outstanding obligation, the following message will be displayed, “The 971 transfer process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the system. Once the Obligations have been created, the contract will be moved to Pending status by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract.”

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

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

TPPP Home | About FSA | Help | Contact Us | Logout

**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**  
 Message: The 971 transfer process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the system. Once the Obligations have been created, the contract will be moved to Pending status by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract.

Form Number	CCC-956
Contract Number	999999999940
Contract Status	Pending – Pending De-Obligation
CCC-960 Status	Not applicable
Annual Installments	9
State FSA Code	37
County FSA Code	107
Farm Number	
FSA Crop Code	Flue-Cured
Contract Price Per Pound	\$1.00
Total Contract BQL	3273
Total Contract Value	\$3273.00

Contract Origination	
Tax ID	***** 9991
Tax ID Type Code	Social 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
00009999	6548	3273
<b>Total</b>		3273

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2006	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2007	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[View PDF](#)

Notice TB-1257

3 CCC-971 Transfer Software (Continued)

H TTPP Contract Maintenance Report

This is an example of the TTPP Contract Maintenance Report. The TTPP Contract Maintenance Report will be displayed with all resulting CCC-955/CCC-956's associated with the original CCC-955/CCC-956 number.

TTPP Contract Maintenance Report											
Form Number: CCC-956											
Producer Contracts											
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type	
999999999999		JAMES H DOE	*****9995/S	12-14-2006	Canceled	Flue-Cured	0000284	2004	456	ORG	
									Contract Total BQL	456	
999999999998	999999999999	JOHN H DOE	*****9991/S		Pending	Flue-Cured	0000284	2004	450	971	
									Contract Total BQL	450	
999999999997	999999999999	JAMES H DOE	*****9992/S	12-19-2006	Approved	Flue-Cured	0000284	2004	6	971	
									Contract Total BQL	6	

**Notes:** County Offices can find CCC-955/CCC-956 numbers resulting from CCC-971's through the Reports link. When the Reports Screen is displayed do the following:

- CLICK "Search Reports by Name"
- in the Report Name drop-down box, CLICK "**Contract Maintenance**".

Enter either the original CCC-955/CCC-956 number or any of the new CCC-955/CCC-956 numbers and CLICK "**View PDF Report**". The View PDF Report will be displayed with all CCC-955/CCC-956's related to the CCC-955/CCC-956 number entered.

**Notice TB-1257**

**3 CCC-971 Transfer Software (Continued)**

**I 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