

For: Tobacco State and County Offices

Common Errors in Processing CCC-971 Requests

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

16-TB, paragraph 52 provides policy and procedure for processing transfers exempt from the maximum discount rate.

A recent review of remedy tickets submitted for PSD approval involving CCC-971 indicates County Offices are **not** following the established instructions provided for online CCC-971's. When these errors occur, individual software scripts must be written to correct the errors causing unnecessary delays to TTPP beneficiaries.

The following errors continue to be a problem when entering CCC-971's:

- failure to cancel an incorrect payment on the original CCC-955/CCC-956 **before** initiating the CCC-971 process resulting in CCC-955's/CCC-956's being created with **not** enough annual installment years
- failure to validate the number of years and BQL for the original CCC-955/CCC-956 **before** completing CCC-971.

B Purpose

This notice informs State and County Offices to follow the instructions in 16-TB to reduce the number of errors when processing CCC-971 transfers.

Disposal Date	Distribution
January 1, 2012	Tobacco State Offices; State Offices relay to applicable County Offices

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1 Overview (Continued)

C Contact

The following table provides contacts if there are questions about this notice.

IF located in a...	THEN contact...
County Office	the State Office.
State Office	Kelly Hereth by either of the following: <ul style="list-style-type: none">• e-mail at kelly.hereth@wdc.usda.gov• telephone at 202-720-0448.

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices follow the provisions of this notice
- require County Offices to annotate on CCC-971, Remarks Section either of the following when completing the automated CCC-971 process:
 - transfer does **not** require refund of previous contract payment issued
 - transfer requires refund of contract payments issued erroneously.

B County Office Action

TTPP payments are considered to be erroneous if the payments were issued after either of the following:

- the date of death of the original contract holder
- the settlement of the estate for an existing estate contract holder.

CCC-971 transfer requests shall **not** be processed until **both** of the following actions have occurred:

- erroneous TTPP payments have been canceled under the “Manage Contract Payment” option in TTPP
- funds have been collected and applied to the receivable established in NRRS.

Note: If the erroneous payment was issued by Treasury check, follow 1-FI, paragraph 220 to request a replacement check to be issued back to the County Office and applied to the receivable established in NRRS.

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2 Action (Continued)

B County Office Action (Continued)

County Offices shall follow the policy and procedures according to 16-TB, paragraph 52 and ensure that:

- there are no certified/signed payments that should be rescinded before transferring CCC-955/CCC-956
- name and address information is complete
- TIN's are accurate
- SCIMS record for the CCC-955/CCC-956 owner is correct
- original CCC-955/CCC-956 BQL is correct

Note: Verify against filed paperwork.

- number of payments remaining on CCC-955/CCC-956 to be transferred is correct
- total transferred BQL equals CCC-955/CCC-956 BQL.

C Processing Automated CCC-971's

County Offices shall follow 16-TB, paragraph 65 to:

- process the automated CCC-971
- place CCC-971's "In Dispute" (DI) status for any of the following situations:
 - CCC-971's **not** processed that are exempt from the November 1 deadline
 - if CCC-971 was initiated prior an erroneous payment being paid in full
 - if there is a dispute in shares of BQL to be distributed among 1 or more of the beneficiaries
 - if required supporting documentation has **not** been provided by the beneficiary.