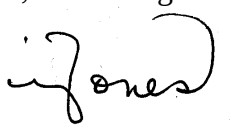
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice TB-1258

For: Tobacco State and County Offices

Instructions for CCC-955/CCC-956 Involuntary Terminations (IT's), Voluntary Cancellations (VC's), and Voluntary Terminations (VT's) and Report Selection Capabilities

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

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 the TTPP application is available.

Software targeted for release on **March 28, 2008**, will update the TTPP application to inform users of obligation dependencies when entering IT's, VC's, and VT's. Additional CCC-955/CCC-956 statuses have been added to indicate the status of the obligations related to CCC-955/CCC-956's (subparagraph 4 D).

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

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

1 Overview (Continued)

A Background (Continued)

TTPP software:

- allows Service Center users to modify BQL shares paid erroneously; generating an underpayment or overpayment transaction for each year shares were paid

- does **not** allow BQL's to be manually reduced to zero to make them available for other CCC-955/CCC-956's (users **must** utilize IT and VT functionality)

  Note: It is necessary to be able to identify and track CCC-955/CCC-956's that have been terminated at the request of CCC-955/CCC-956 owner or because of TTPP requirement violations.

- "Cancel Contract" option is used to manage owner requested cancellations and VC's.

  Notes: "Cancel Contract" option deletes CCC-955/CCC-956 and renders it unavailable in search results. TTPP software has been modified to allow Service Center users to enter:

  - IT's using the Contract Maintenance, BQL Correction process

  - VC's using the Quota Holder Data or Producer Data Maintenance, Update Contract process.

  CCC-955/CCC-956's:

  - will be updated with IT, VC, or VT status and remain available in search results and reports

  - resulting from a CCC-971 transaction will **not** be allowed to change to zero BQL at this time; this will be addressed with a future modification.

B Purpose

This notice provides instructions for the following:

- IT's
- TTPP reports
- VC's
- VT's.

2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP software that allows modifications to BQL's associated with unsold paid CCC-955/CCC-956's
- become familiar with all new TTPP reports
- take action to correct CCC-955/CCC-956's that require termination or cancellation
- obtain State Office approval for adjustments to the total farm BQL
- obtain State Office approval before processing IT.

B State Office Action

State Offices shall:

- become familiar with the new TTPP software
- ensure that County Offices follow the provisions in this notice
- review and concur on **all** IT's **before** County Office terminates CCC-955/CCC-956
- notify DAFP of CCC-955/CCC-956's terminated through IT's
- contact Michele Corcoran at 800-673-2331 with questions about this notice.

3 General Information – IT's, VC's, and VT's

A Overview

It is **important** to understand how the system will process CCC-955/CCC-956's requiring IT's, VC's, and VT's:

- IT's and VT's will be created using BQL Correction software
- VC's will be entered using Quota Holder Data or Producer Data Maintenance software.

Note: Once CCC-955/CCC-956 has been voluntary/involuntary terminated or voluntarily canceled, the status **cannot** be changed. CCC-955/CCC-956's BQL's on:

- IT's or VT's **will** be available for future CCC-955/CCC-956's
- VC's will **not** be available for future CCC-955/CCC-956's.

3 General Information – IT's, VC's, and VT's (Continued)

A Overview (Continued)

If it is determined that CCC-955/CCC-956's were erroneously paid because of incorrect BQL's, users will continue to have the ability to access the approved CCC-955/CCC-956's and adjust BQL values (Notice TB-1254).

When Quota Holder Data or Producer Data Maintenance is used to change CCC-955/CCC-956 to VC status, **all** future payments to CCC-955/CCC-956 will be **stopped**. Receivables will **not** be created for any past payments to CCC-955/CCC-956. Once CCC-955/CCC-956 owner voluntarily cancels CCC-955/CCC-956, they should **not** be allowed to sign up for the same BQL at a later date. If CCC-955/CCC-956 holder wants to voluntarily cancel their CCC-955/CCC-956 and return past payments, the Service Center user **must** use VT process.

Note: CCC-955/CCC-956 holder **must** request VC or VT **in writing**. The County Office **must** attach the request to the original CCC-955/CCC-956.

If the County Office believes CCC-955/CCC-956 holder has misrepresented a fact affecting TTPP determination or adopted a scheme or device to defeat the purpose of TTPP, the County Office should use IT. The following table provides additional detail.

Notes: When BQL changes for IT's or VT's are made and confirmed, TTPP will cancel the original CCC-955/CCC-956 and create a replacement CCC-955/CCC-956. Both the original and replacement CCC-955/CCC-956's will be displayed on the BQL Correction Update Successful Screen. The original CCC-955/CCC-956 will now be in "canceled" (CL) status and the new resulting CCC-955/CCC-956 will be in IT or VT status.

No new CCC-955/CCC-956's will be printed or signed by CCC-955/CCC-956 holders. All appeal rights **must** have been exhausted before a termination being processed.

When CCC-955/CCC-956's are involuntarily terminated, County Offices **must** notify the State Office for concurrence **before** processing IT's. State Offices **must** inform DAFP of CCC-955/CCC-956 IT's.

3 General Information – IT's, VC's, and VT's (Continued)

A Overview (Continued)

Action	Situation	Contract Status	Receivable
Voluntary Cancellation	CCC-955/CCC-956 holder does **not** want to receive any future payments and requests their CCC-955/CCC-956 be canceled.	VC	No overpayment requests will be created.
Voluntary Termination	CCC-955/CCC-956 holder does **not** want to receive any future payments and is returning all payments received.	VT	TTPP will create an overpayment request for each payment received by CCC-955/CCC-956 holder on CCC-955/CCC-956 being terminated.
Involuntary Termination	CCC-955/CCC-956 holder has: • erroneously represented a fact affecting a TTPP determination • adopted a scheme or device that tends to defeat the purpose of TTPP • made any fraudulent representations affecting a TTPP determination.	IT	TTPP will create an overpayment request for each payment received by CCC-955/CCC-956 holder on CCC-955/CCC-956 being terminated. All CCC-955/CCC-956's for CCC-955/CCC-956 holder will be terminated and all monies received **must** be refunded. CCC-955/CCC-956's that have been sold will require the original CCC-955/CCC-956 holder to refund the entire CCC-955/CCC-956 value for **all** CCC-955/CCC-956's.

B CCC-955/CCC-956 Status for IT's, VC's, and VT's

Only CCC-955/CCC-956's in "approved" (AP) or "in dispute" (DI) status can be terminated or canceled.

Note: **Sold** CCC-955/CCC-956's are permanently locked. A forthcoming notice will provide instructions for these CCC-955/CCC-956's.

3 General Information – IT's, VC's, and VT's (Continued)

C Overpayment Processing

To ensure that overpayments (receivables) are processed in a timely fashion so they may be applied against future payments, the County Office should be aware of certain system requirements.

Since TTPP is a web-based system, an overpayment (receivable) generated from a modified CCC-955/CCC-956 will be transmitted back to the originating County Office. National Payment Services (NPS) uses a debt datamart to find and display receivable information. Overpayment information is transmitted by the originating County Office to NPS's datamart during end-of-day processing. To ensure that all outstanding TTPP receivables are accessible to NPS, ensure that end-of-day processing is performed **daily**.

D Processing Treasury Checks Returned to the County Office

Deface the Treasury check by stamping or writing the words "**Void**" or "**Canceled**" across the face of the check and return the Treasury check to the following address:

KFC
PO Box 34668-1068
Kansas City MO 64116-1068.

E Report Request Menu

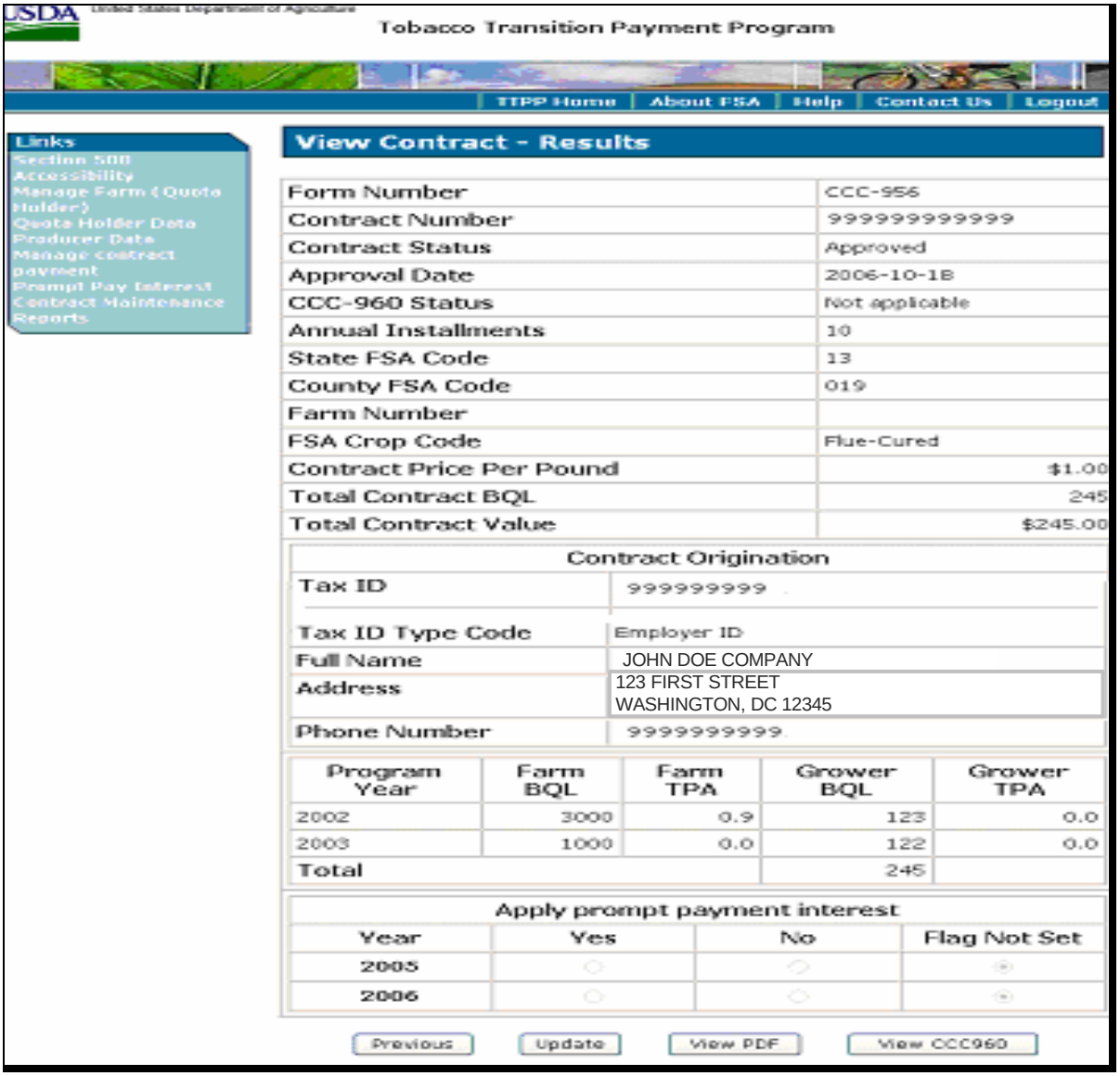
To access individual reports, from TTPP Homepage, under Links, CLICK "Reports". The Report Selection Criteria Menu will be displayed with a wider report selection (subparagraph 4 C).

4 System Functionality

A VC's

This is an example of the View Contract - Results Screen. Service Center users may arrive at this screen from various screens depending on CCC-955/CCC-956 type and the search criteria selected. The following example is of a quota holder CCC-955/CCC-956. The same process and screens will allow the user to cancel a producer CCC-955/CCC-956.

To begin the VC process, CLICK "**Update**". The Update Contract Screen will be displayed.



4 System Functionality (Continued)

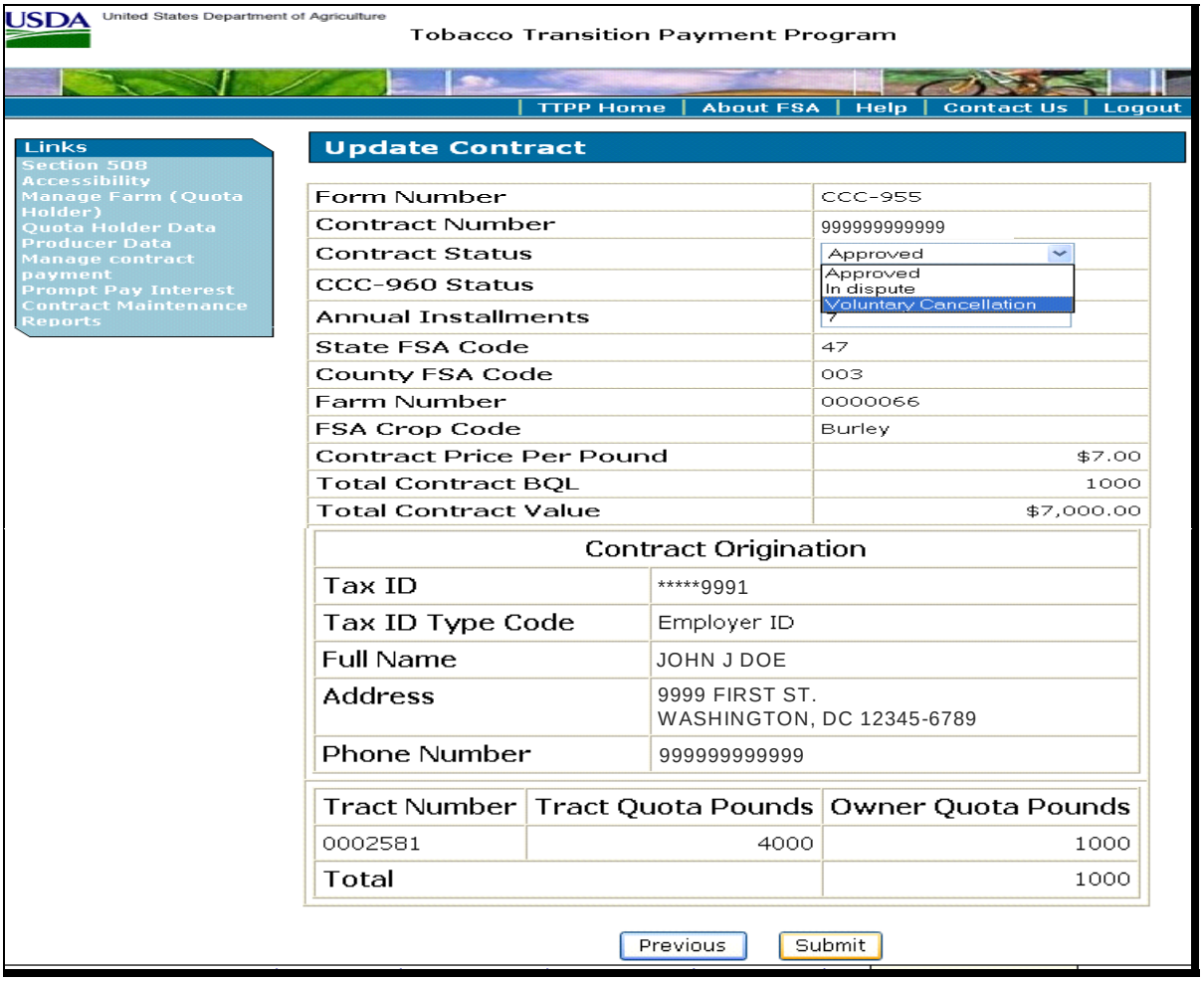
A VC's (Continued)

This is an example of the Update Contract Screen. From the Contract Status drop-down box, select "Voluntary Cancellation" and CLICK "**Submit**."

TTPP will update CCC-955/CCC-956 status to VC.

Note: BQL will **not** be available for future CCC-955/CCC-956's. TTPP will **not** create receivables for any payments on CCC-955/CCC-956.

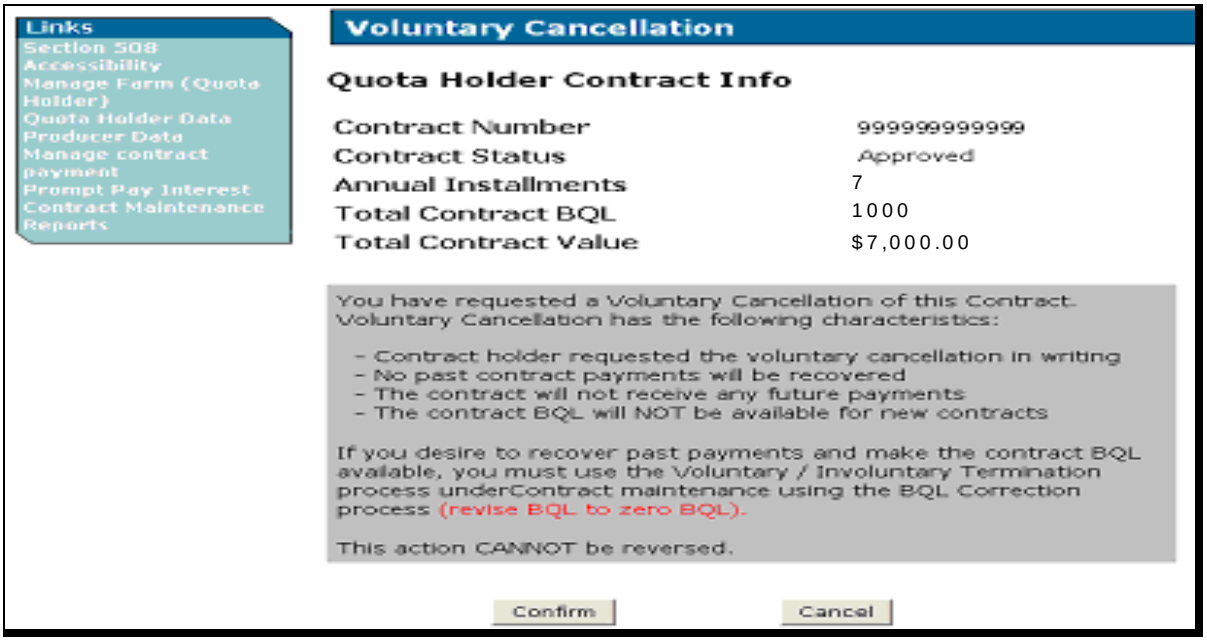
IF CCC-955/CCC-956 owner wants to return…	**THEN…**
a specific payment for CCC-955/CCC-956	users **must** use the Cancel Payment functionality (Notice TB-1255.
all payments for CCC-955/CCC-956	use BQL change and VT that generates overpayment requests for **all** payments previously made for CCC-955/CCC-956.



4 System Functionality (Continued)

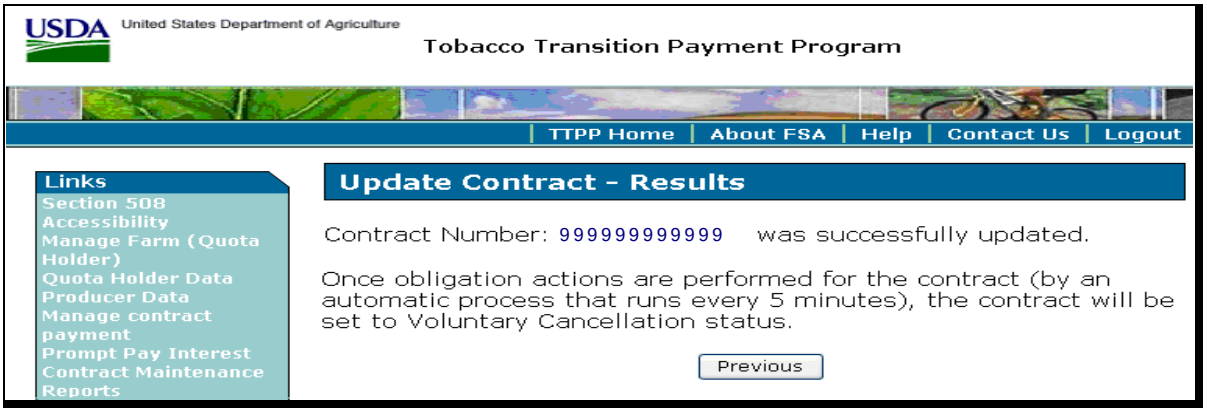
A VC's (Continued)

This is an example of the Voluntary Cancellation Confirmation Screen that will be displayed with a message informing the user of the characteristics of the VC action. The user **must** CLICK "**Confirm**" to process VC. If users CLICK "**Cancel**", no action will be taken and Update Contract Screen will be displayed.



This is an example of the Update Contract – Results Screen that will be displayed with the message that CCC-955/CCC-956 was successfully updated. The user may click CCC-955/CCC-956 number link to view the details of CCC-955/CCC-956 and review CCC-955/CCC-956 status.

If CCC-955/CCC-956 has an outstanding obligation, the following message will be displayed, "Once obligation actions are performed for the contract (by an automatic process that runs every 5 minutes), the contract will be set to Voluntary Cancellation status."



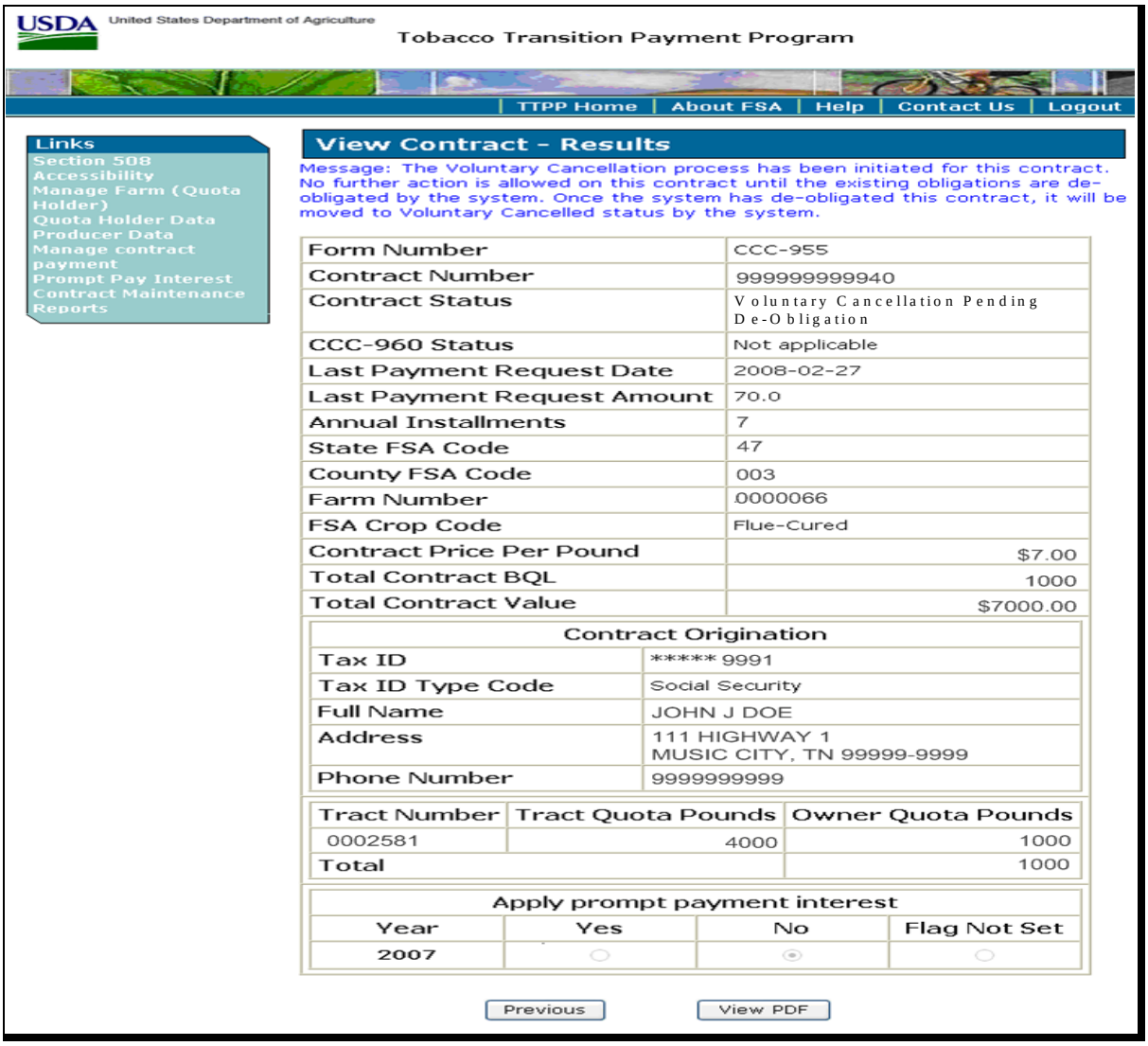
4 System Functionality (Continued)

A VC's (Continued)

If the user clicked the Contract Number link on the Update Contract Results Screen the View Contract – Results Screen will be displayed.

If CCC-955/CCC-956 has been voluntarily cancelled and the obligation has **not** been de-obligated, the following message will be displayed, "The Voluntary Cancellation process has been initiated for this CCC-955/CCC-956. No further action is allowed on this CCC-955/CCC-956 until the existing obligations are de-obligated by the system. Once the system has de-obligated this CCC-955/CCC-956, it will be moved to Voluntary Cancelled status by the system."

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



USDA United States Department of Agriculture

Tobacco Transition Payment Program

TTPP 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 Voluntary Cancellation process has been initiated for this contract. No further action is allowed on this contract until the existing obligations are de-obligated by the system. Once the system has de-obligated this contract, it will be moved to Voluntary Cancelled status by the system.

Form Number	CCC-955
Contract Number	999999999940
Contract Status	Voluntary Cancellation Pending De-Obligation
CCC-960 Status	Not applicable
Last Payment Request Date	2008-02-27
Last Payment Request Amount	70.0
Annual Installments	7
State FSA Code	47
County FSA Code	003
Farm Number	0000066
FSA Crop Code	Flue-Cured
Contract Price Per Pound	$7.00
Total Contract BQL	1000
Total Contract Value	$7000.00

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
0002581	4000	1000
Total		1000

Apply prompt payment interest			
Year	Yes	No	Flag Not Set
2007	○	◉	○

Previous View PDF

4 System Functionality (Continued)

B VT and IT Process

To begin the BQL correction process required for VT or IT actions, on TTPP Homepage, under Links, CLICK “Contract Maintenance”.

CCC-955/CCC-956’s to be modified:

- **must** be in AP or DI status
- **cannot** have an assignment against CCC-955/CCC-956
- **cannot** be the result of CCC-971.

Note: Because CCC-959 assignments are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Action
1	Require the assignee to revoke CCC-959.
2	Cancel the assignment attached to CCC-955/CCC-956 to be corrected.
3	Access TTPP and modify CCC-955/CCC-956 BQL according to procedures outlined in this notice; canceling the original CCC-955/CCC-956 and creating a new resulting CCC-955/CCC-956.

4 System Functionality (Continued)

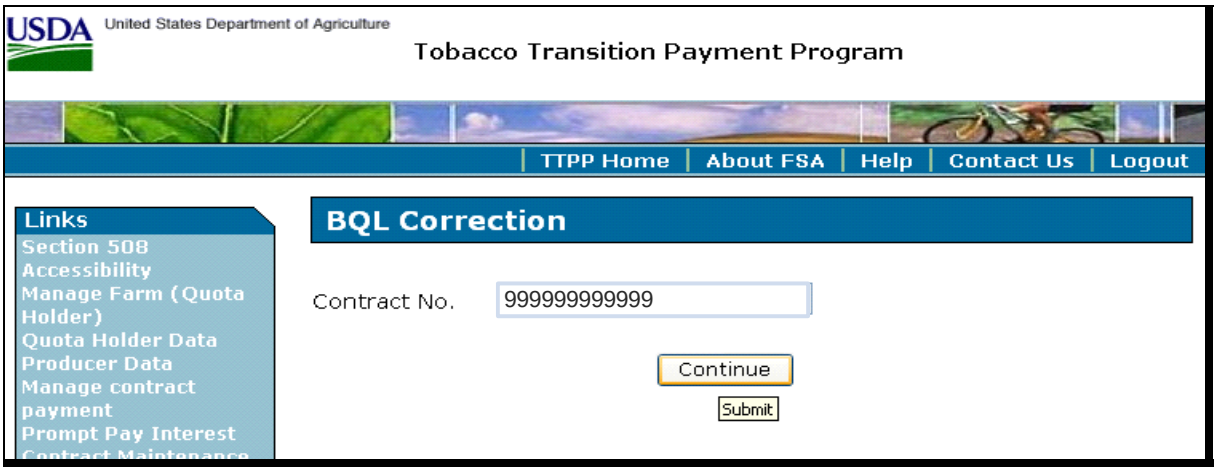
B VT and IT Process (Continued)

This is an example of the Contract Maintenance Screen. CLICK "**BQL Correction**."

4 System Functionality (Continued)

B VT and IT Process (Continued)

This is an example of the BQL Correction Screen. Enter CCC-955/CCC-956 number to be terminated and CLICK "**Continue**".



Note: "Submit" will be displayed when users CLICK "Continue".

Following are possible error messages that may be displayed:

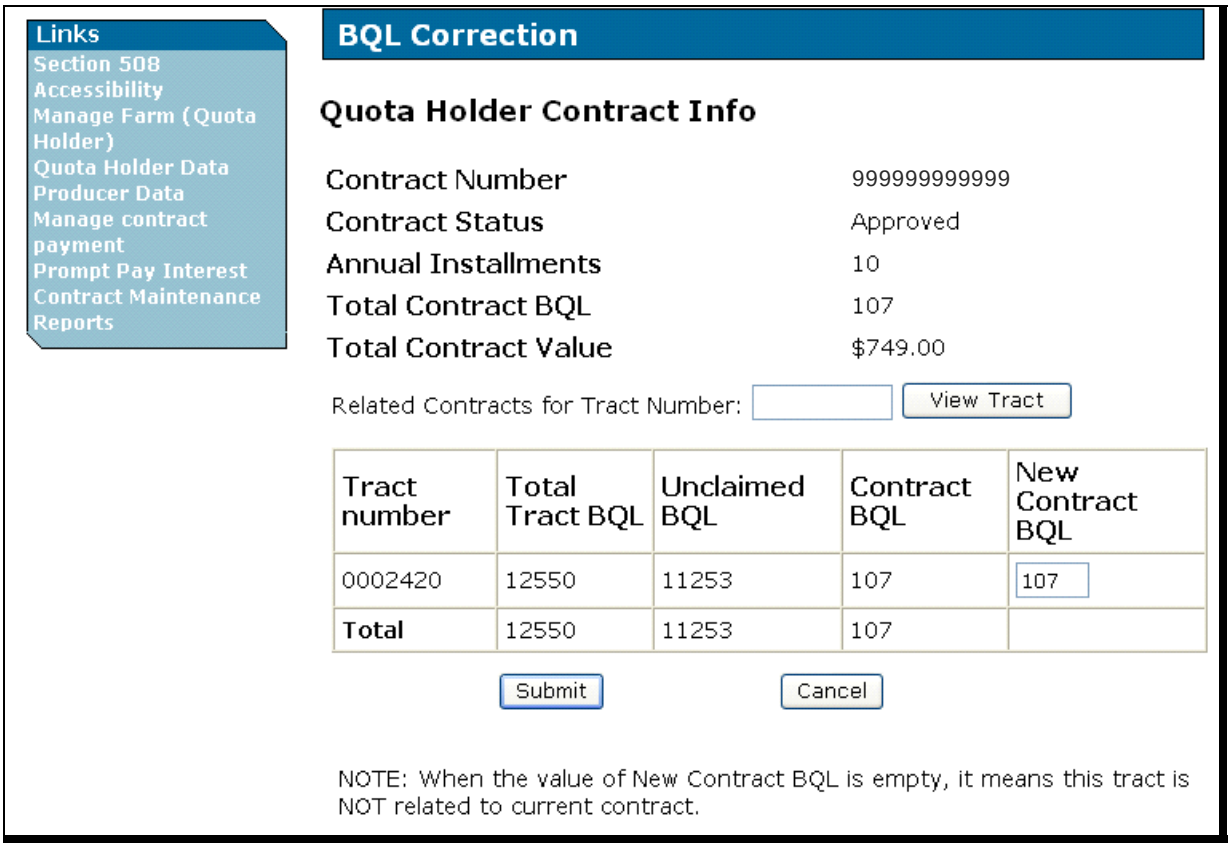
- "Valid Contract Number is required"
- "There are assignments, claims, or receivables against the contract XXXXXX"
- "The payment was not found for contract XXXXXX"
- "The Overpayment was not found for contract XXXXXX"
- "Pending Contract is not from BQL change"
- "Overpayment is unprocessed or payment is not signed in NPS for contract: XXXXXX"
- "NPS error for contract XXXXXX"
- "No Contract data found for contract number: XXXXXX"
- "Contract status is not in AP or DI"
- "Contract is sold"
- "Contract is from 971".

Note: CCC-971 resulting CCC-955/CCC-956 BQL **cannot** be modified.

4 System Functionality (Continued)

B VT and IT Process (Continued)

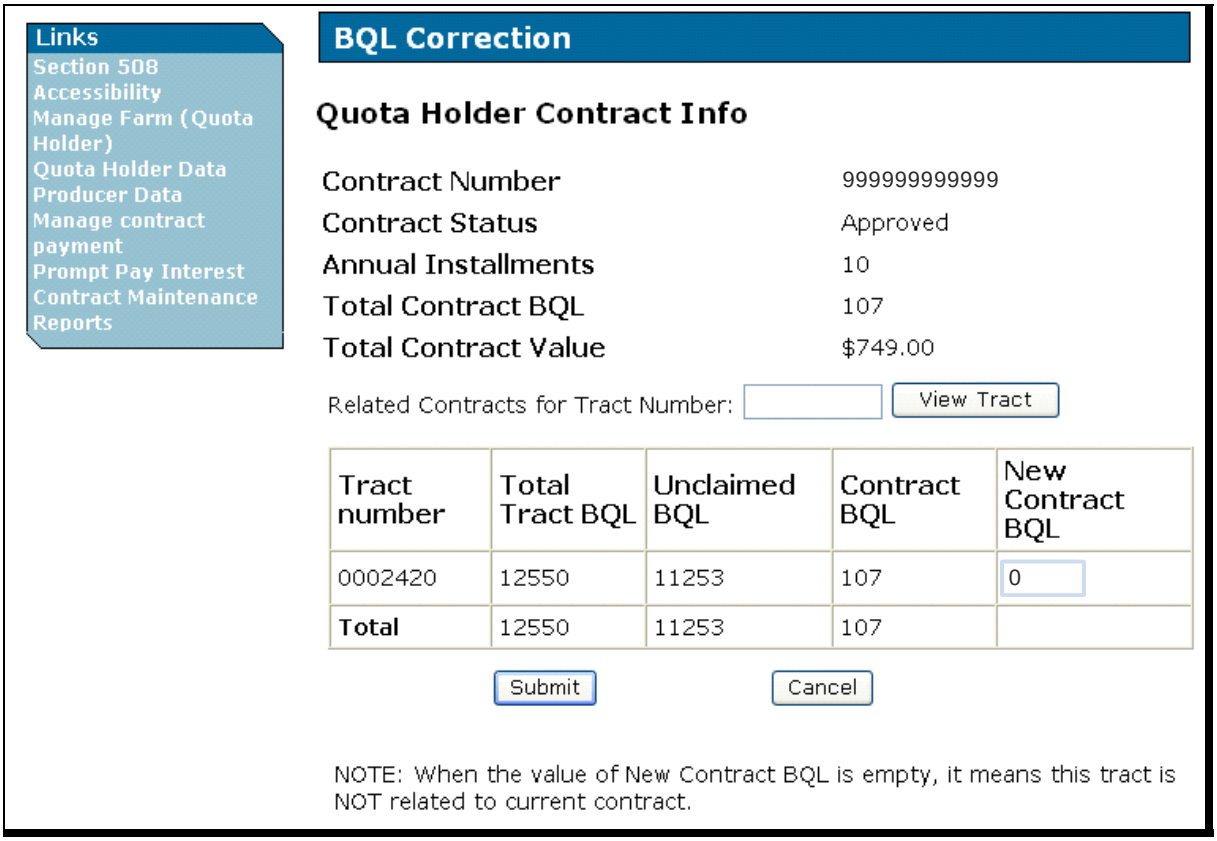
The BQL Correction Screen will be displayed with the total tract BQL originally available, the amount of unclaimed BQL, and the current CCC-955/CCC-956 BQL.



4 System Functionality (Continued)

B VT and IT Process (Continued)

This is an example of the user modifying the new CCC-955/CCC-956 BQL from 107 pounds to zero pounds. When the new BQL is entered, CLICK "**Submit**". Users **must** ENTER "**0**" for the new CCC-955/CCC-956 BQL to terminate CCC-955/CCC-956.



Following are possible error messages that may be displayed:

- "New BQL exceed the available BQL"
- "For input string: "64d90" is not a valid BQL value".

4 System Functionality (Continued)

B VT and IT Process (Continued)

On BQL Correction, Quota Holder Contract Info Screen (displayed on page 14), when users CLICK "**Submit**", the following BQL Correction, Quota Holder Contract Info Screen will be redisplayed with summary information. This screen informs the user that a receivable will be created before the database is updated. When the zero BQL has been verified, the user **must** CLICK "**Continue**".

Note: A message will be displayed informing the user to use the Quota Holder Data or Producer Data Screen to set CCC-955/CCC-956 to VC status, if no payments are to be recovered. See subparagraph A for instructions on processing VC's.

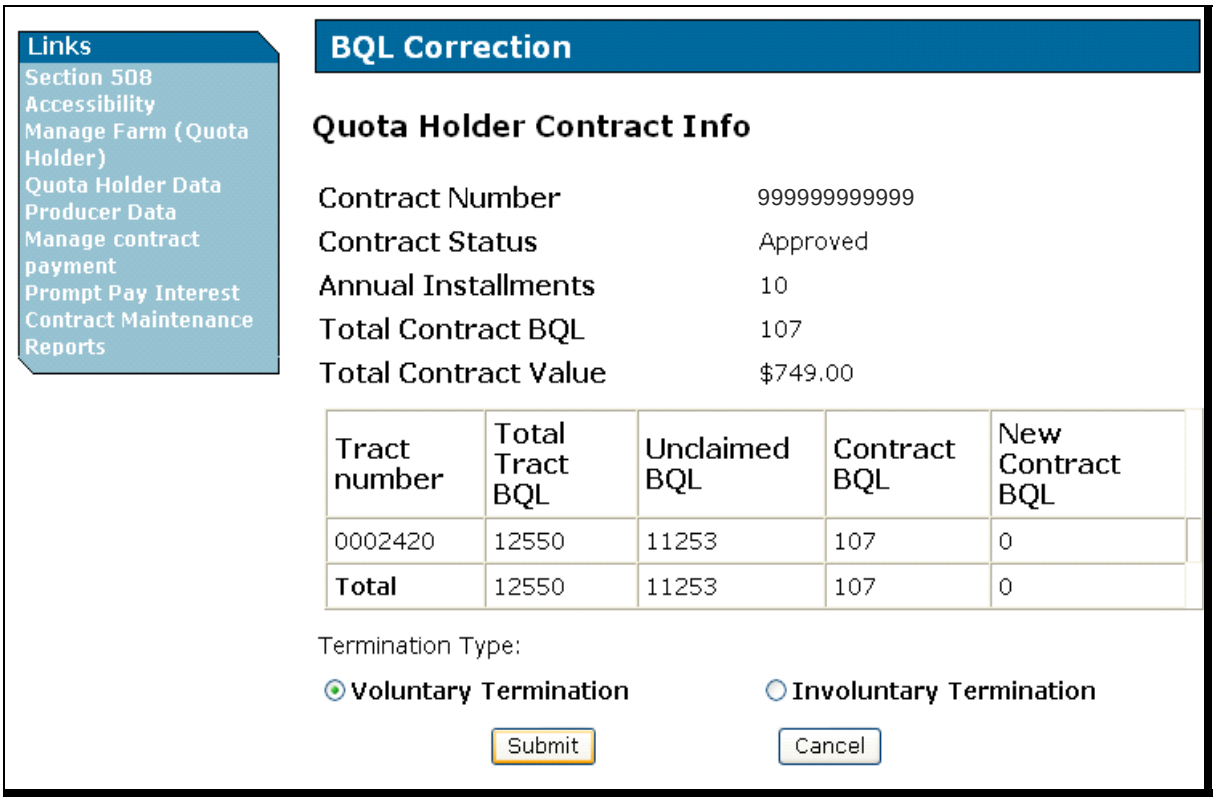
4 System Functionality (Continued)

B VT and IT Process (Continued)

On BQL Correction, Quota Holder Contract Info Screen (displayed on page 15), when users CLICK "**Continue**", the following BQL Correction, Quota Holder Contract Info Screen will be redisplayed with summary information. This screen requires users to CLICK the radio button next to either of the following:

- "Voluntary Termination"
- "Involuntary Termination".

When BQL has been verified, CLICK "**Submit**".

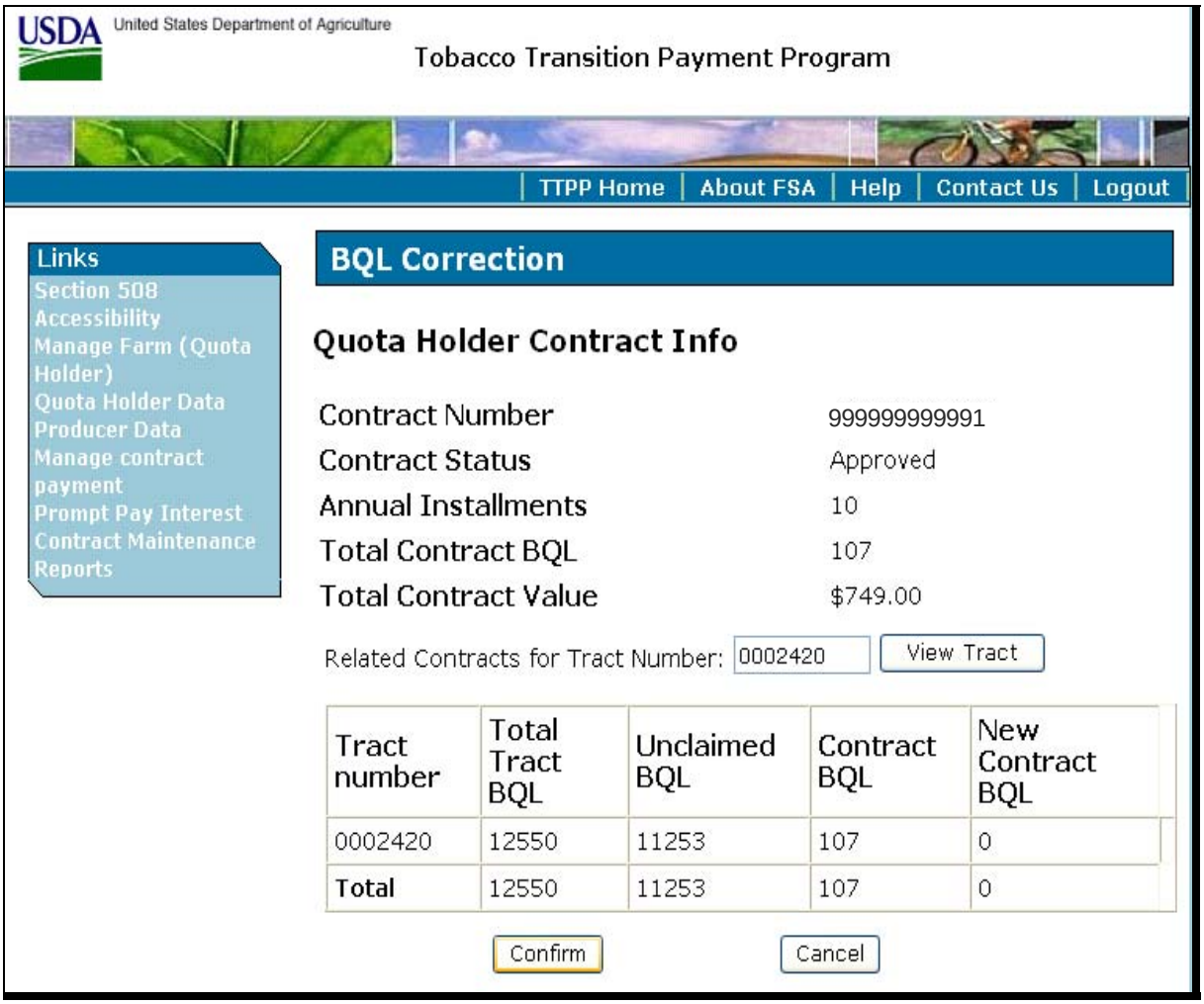


4 System Functionality (Continued)

B VT and IT Process (Continued)

On the BQL Correction, Quota Holder Contract Info Screen (displayed on page 16), when users CLICK "**Submit**", the following Confirmation Screen will be displayed. When all information has been verified, CLICK "**Confirm**".

Note: Since this adjustment reduces BQL, the system will generate an overpayment (receivable) request against each payment made against CCC-955/CCC-956 when the termination is confirmed.



Note: When users CLICK:

- "**Confirm**" TTPP will process the cancellation request and update the database
- "**Cancel**" the cancellation request will **not** be processed and BQL and CCC-955/CCC-956 status will remain unchanged.

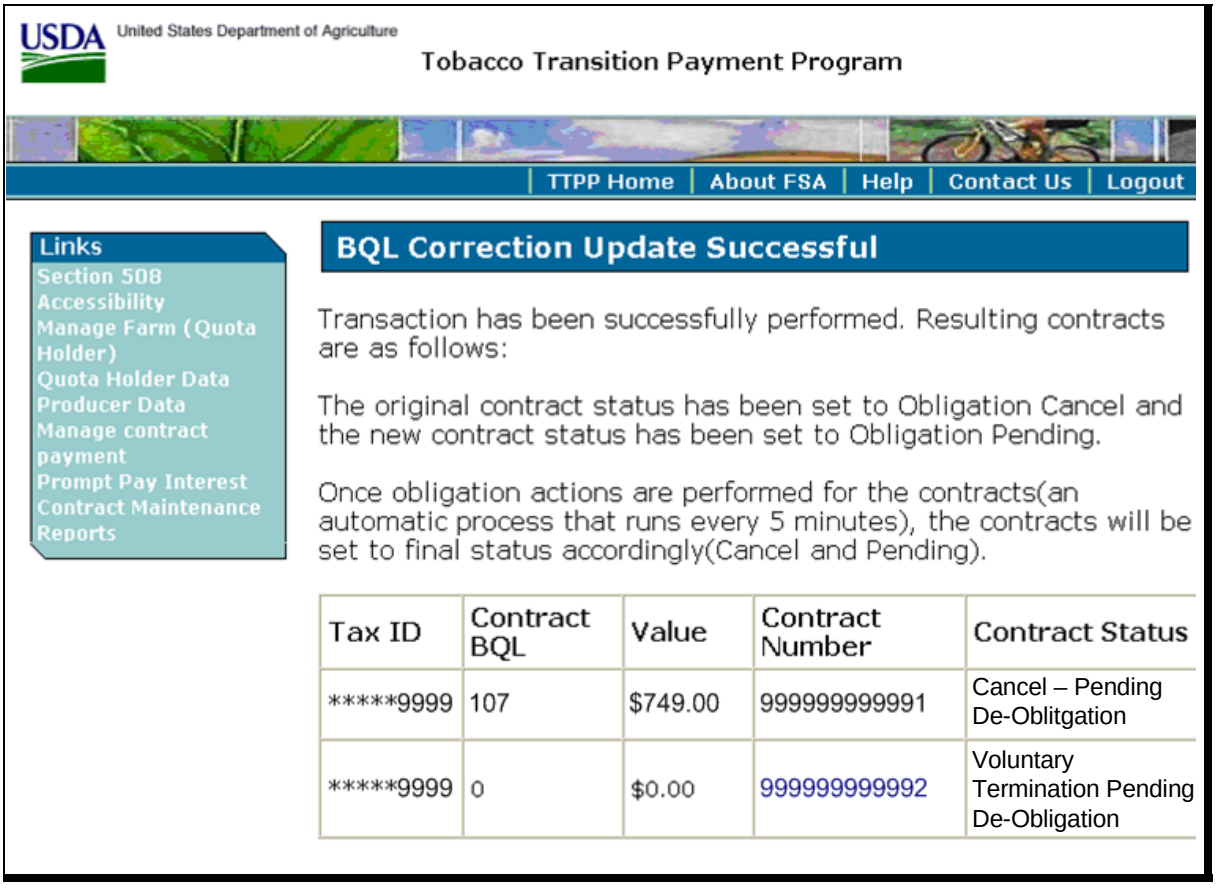
4 System Functionality (Continued)

B VT and IT Process (Continued)

This is an example of the BQL Correction Update Successful Screen. TTPP software changed original CCC-955/CCC-956 to CL status and created the voluntarily terminated CCC-955/CCC-956 as a replacement with a zero BQL. Users can click CCC-955/CCC-956 number link of the selected tax ID to view CCC-955/CCC-956 details.

If VT or IT requires a de-obligation the following message will be displayed, "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 back to final status accordingly (Cancel and Pending)."

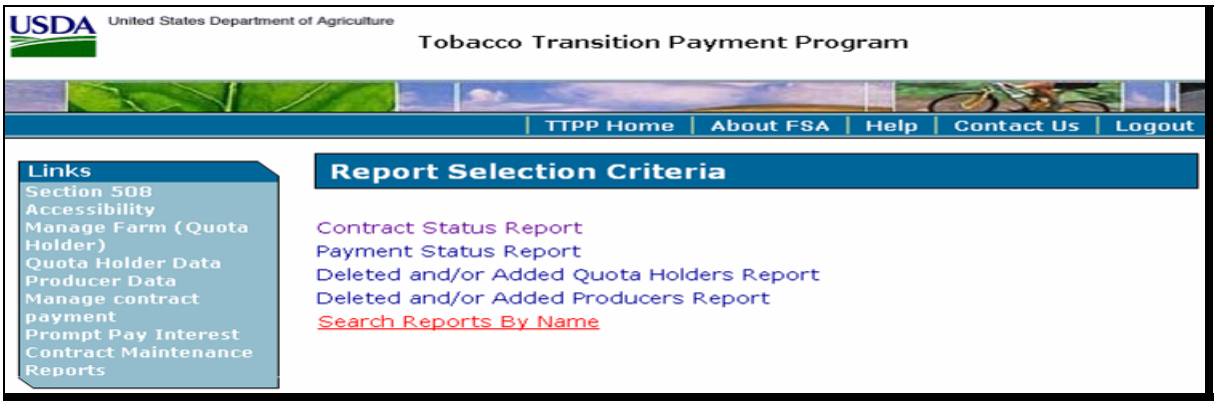
Note: A list of all CCC-955/CCC-956 statuses and their descriptions are provided in subparagraph D.



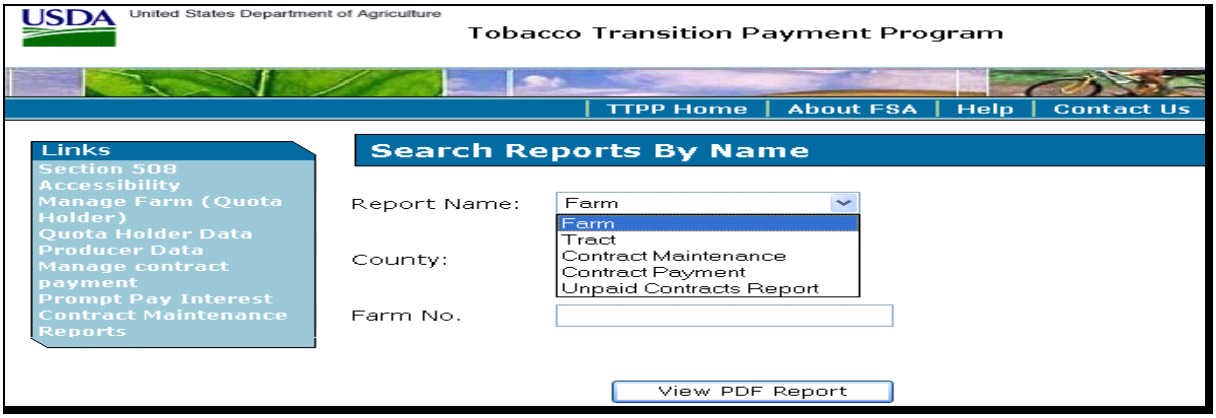
4 System Functionality (Continued)

C TTPP Reports

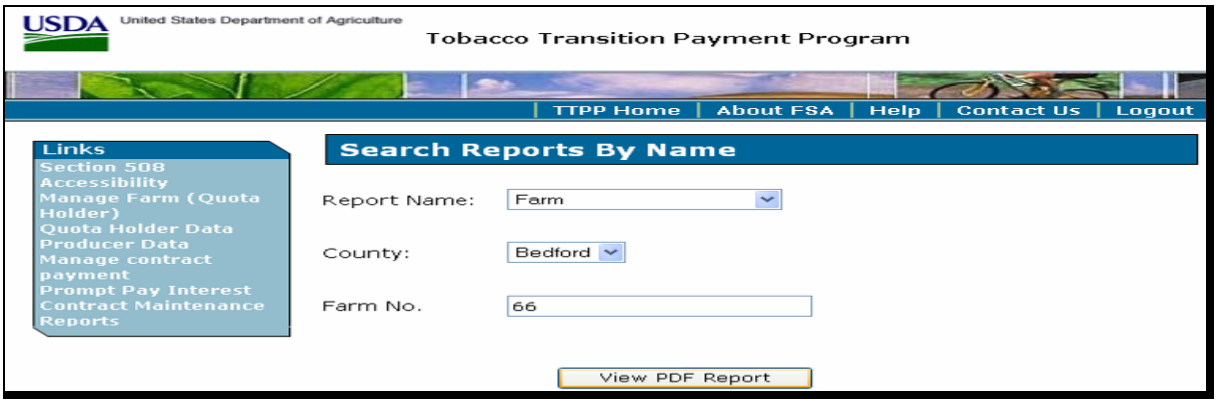
This is an example of the Report Selection Criteria Screen that will be displayed after users CLICK "**Reports**" on the TTPP Main Menu, under Links.



This is an example of the Search Reports by Name Screen. When conducting a Report Search by Name, reports by Farm, Tract, Contract Maintenance, Contract Payment, or Unpaid Contracts are available.



This is an example of a report request by Farm for farm number 66.



4 System Functionality (Continued)

C TTPP Reports (Continued)

This is an example of the report results for farm number 0000066.

Note: The last CCC-955/CCC-956 displayed has "Contract Status" of "Voluntary Cancellation."

TTPP Contracts for Farm Number: '0000066'

State:TENNESSEE **County:**Bedford

Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999995	SMITH FARMS	*****9991(S)	04-13-2007	Approved	CCC-955	Burley	580
						Contract Total BQL	580
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999996	JONES FARMS	*****9992(S)	null	Pending	CCC-955	Burley	400
						Contract Total BQL	400
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999997	DOE FARMS	*****9993(S)	08-23-2006	Pending	CCC-955	Burley	450
						Contract Total BQL	450
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999998	JOHNSON FARMS	*****9994(S)	04-13-2007	Approved	CCC-955	Burley	20
						Contract Total BQL	20
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999910	WILLIAMS FARMS	*****9995(S)	04-13-2007	Approved	CCC-955	Burley	500
						Contract Total BQL	500
Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Program year BQL
999999999911	TOBACCO FARM	*****9996(S)	04-13-2007	Voluntary Cancellation	CCC-955	Burley	1000
						Contract Total BQL	1000

This is an example of a report request by tract.

TTPP Contracts for Tract Number: '0000045'

State:KENTUCKY **County:** Shelby

Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status	Form Number	Tobacco Type	Tobacco Quota Pounds
999999999999	SMITH JAMES	*****9994(S)	08-09-2005	Pending	CCC-955	Burley	2722
							283
						Contract Total Pounds	3005

This is an example of the Contract Payment Report. The Contract Type code will be displayed on this report.

TTPP Contract Payment Report

rm Number: CCC-955

Quota Holder Contracts

rent Contract Identifier	Contract Number	Producer Name	Tax ID / Type	Contract Approval Date	Contract Status Code	Tobacco Type	Tract Number	Contract Type
	999999999920	FARMER	*****9996(S)	07-12-2005	Cancelled	Burley	0000160	ORG

Program Year	Payment Amount and Status	
2005	55.30	Sent to NPS
2006	55.30	Sent to NPS
Total Paid	110.60	

Program Year	Over Payment Amount and Status
No Overpayments Sent	

4 System Functionality (Continued)

D CCC-955/CCC-956 Statuses

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

CCC-955/CCC-956 Status	CCC-955/CCC-956 Status Description
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