

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-756

For: State and County Offices

Payments to Producers Identified as Deceased (PPID) – 2015 Monthly Reviews

Approved by: Deputy Administrator, Farm Programs



1 Reviewing PPID Report

A Background

The PPID Report has been made available each quarter through 2014 for State and County Offices to review and approve. Beginning in FY 2015, the frequency of the review will be increased from quarterly to monthly, to be compliant with the Executive Memorandum's "Do Not Pay" mandate.

B Purpose

This notice instructs State and County Offices that:

- monthly review deadlines will be announced in CM notices until 1-CM is amended with the monthly review due dates
- October records are now available for review in the PPID Application under FY 2015, Quarter 1
- October reviews shall be completed by COB **Friday, December 19, 2014**.

Note: County Office reviews **must** be completed **before** the State Office can conduct their review; therefore, the County Office completion date will be determined by the State Office, so both reviews are complete by the **Friday, December 19, 2014**, deadline.

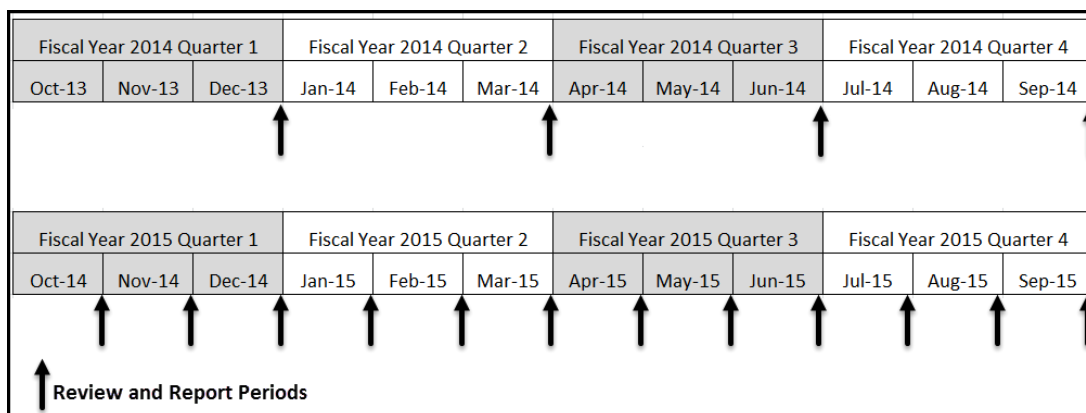
Disposal Date	Distribution
March 1, 2015 12-3-14	State Offices; State Offices relay to County Offices

Notice CM-756

1 Reviewing PPID Report (Continued)

C Same Process, Increased Frequency

The PPID Application software will **not** be modified for the monthly reviews. The monthly data will continue to be loaded according to the applicable FY quarter.



Although the PPID Application software will contain 3 months of data per quarter, the National Office will retrieve the completed reports each month. It is critical for State and County Offices to complete the monthly reviews timely.

The workload for State and County Offices will **not** increase. The review frequency is increasing, but the number of records per review period will generally decrease.

D Action

County Offices shall review the PPID Report to determine whether:

- corrective actions have been completed according to established procedures
- improper payments were issued to deceased individuals
- additional instructions and actions are required.

State and County Office review of the quarterly report shall be completed and corrective actions documented according to 1-CM, Part 34.

Important: Analysis of previous quarter reports indicates that several reason codes are being used improperly. Review 1-CM, paragraph 1005 and ensure that reason codes are accurately recorded.

Note: Ensure that the Business Partner record has been updated according to the Business Partner Work Instruction (WI) titled, “Perform Death Master File Verification with Worklist”. WI can be found on the MIDAS Portal in Bulletin Board> MIDAS Training Documents > Business Partner > Work Instructions, available at https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Mstr_File_Verif_WrklistV2.pdf.