

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Management and Operating Provisions 1-CM (Revision 3)	Amendment 50
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraphs 976 through 1011 have been added to provide policy to review and correct payments and instructions for payments to individuals identified as deceased for FY 2011 and subsequent years.

Exhibit 125 has been added to provide an example of the Review of Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) for FY 2011 and subsequent years.

Page Control Chart		
TC	Text	Exhibit
11	33-3	1, pages 1, 2
12 (add)	34-1 through 34-82 (add)	page 3 3, pages 1, 2 125, page 1 (add)

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950 Certification Policy (Continued)

D Example of FSA-217 (Continued)

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Definitions:	
<p>A. Socially Disadvantaged Farmer or Rancher (2003 Act-Includes Gender):</p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, Hispanics, and gender.</p> <p><i>Note: This definition, which includes gender as a prejudice, is applicable to only Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i></p>	
<p>B. Socially Disadvantaged Farmer or Rancher (1990 Act – Excludes Gender):</p> <p>A <u>socially disadvantaged farmer or rancher</u> is a farmer or rancher who is a member of a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. Groups include: American Indians or Alaskan Natives, Asians or Asian Americans, Blacks or African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.</p> <p><i>Note: This definition is applicable to all programs except Direct and Counter-Cyclical Payment Program (DCP) or Average Crop Revenue Election Program (ACRE).</i></p>	
<p>C. Limited Resource Farmer or Rancher:</p> <p>A <u>limited resource farmer or rancher</u> is a farmer or rancher that meets the criteria for both of the following:</p> <ul style="list-style-type: none"> • The farmer or rancher directly or indirectly has gross farm sales not more than \$100,000 in both of the previous 2 years to be increased starting in FY 2004 to adjust for inflation using price paid by farmer index as compacted by NASS. • The farmer or rancher has a total household income at or below the national poverty level for a family of 4, or less than 50 percent of county median household income in both the previous 2 years, to be determined annually using Commerce Department data. <p>A limited resource farmer or rancher status may be determined by using the web site for USDA Limited Resource Farmer and Rancher Online Self-determination Tool located at http://www.lrfol.sc.egov.usda.gov/--</p>	
<p>D. Beginning Farmer or Rancher:</p> <p>A <u>beginning farmer or rancher</u> is an individual or entity for which both of the following are true:</p> <ul style="list-style-type: none"> • The farmer or rancher or entity or joint operation has not operated a farm or ranch for more than 10 years. • The farmer or rancher substantially participates in the operation. 	
<p><i>Note. If a legal entity requests to be considered a "socially disadvantaged", "limited resource", or "beginning" farmer or rancher, at least 50 percent of the persons in the entity must in their individual capacities meet the definition as provided on this form. Farmer or rancher includes: "owners", "operators" and "other producers".</i></p>	
<p>Note: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p>This information collection is exempted from the Paperwork Reduction Act as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p> <p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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).</p> <p>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</p>	

951-975 (Reserved)

***--Part 34 Payments to Producers Identified as Deceased in FY 2011 and Subsequent Years**

Section 1 Payments to Producers Identified as Deceased Report

976 Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1)

A Individuals Identified in the Payments to Individuals Identified as Deceased Report

The individuals identified as deceased in the Payments to Individuals Identified as Deceased Report (Exhibit 125):

- received, either directly or indirectly, a program payment during the applicable reporting period after the recorded date of death
- may or may not be eligible for the payment received or attributed.

Note: No program payments or benefits shall be issued, either directly or indirectly, to any individual listed on this report until the required reviews are completed and it is determined that **all** eligibility requirements have been met. **No** exceptions are authorized.--*

***--977 Instructions for Required Reviews and Record Corrections**

A Instructions for the Required Review

The following provides instructions for the **required** review of payment recipients and program payments associated with an individual identified as deceased on the Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) (Exhibit 125).

IF review of the individual identified in the Payments to Individuals Identified as Deceased Report reveals that the producer is...	AND the...	THEN...
deceased, but: <ul style="list-style-type: none"> • all payment and program eligibility requirements were met • program payment was earned 	correct TIN was entered in SCIMS	document that the: <ul style="list-style-type: none"> • producer was eligible according to applicable procedure, including handbook references • payment was proper in the “Explanation and Actions Completed” field on the report.
not deceased and: <ul style="list-style-type: none"> • all payment and program eligibility requirements were met • program payment was earned 	incorrect TIN was entered in SCIMS	<ul style="list-style-type: none"> • obtain verification of the correct TIN • correct all records according to this handbook • revise or correct all program contracts and applications according to applicable program procedure.
	producer verifies that TIN entered in SCIMS was correct	<ul style="list-style-type: none"> • obtain verification of TIN as entered in SCIMS • document the payment as proper in the “Explanation and Actions Completed” field on the report • advise the producer to contact SSA about the possible record error.

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*--977 Instructions for Required Reviews and Record Corrections (Continued)

A Instructions for the Required Review (Continued)

IF review of the individual identified in the Payments to Individuals Identified as Deceased Report reveals that the producer is...	AND the...	THEN...
deceased and: <ul style="list-style-type: none"> • payment and program eligibility requirements were not met • the program payment was not earned 	correct TIN was entered in SCIMS	<ul style="list-style-type: none"> • document that the payment was improper in the “Explanation and Actions Completed” field on the report • create the overpayment according to program rules <p>Note: See subparagraph B for correcting records.</p> <ul style="list-style-type: none"> • provide written notice of adverse determination with appeal rights • COC must determine whether scheme or device was present.

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***--977 Instructions for Required Reviews and Record Corrections (Continued)**

B Instructions for Correcting Records

Correct records according to the following.

IF overpayments were...	THEN...
<p>not created for current and/or prior years</p>	<p>County Offices must do the following:</p> <ul style="list-style-type: none"> • notate on the Payments to Individuals Identified as Deceased Report, under “Explanation and Actions Completed” field as no overpayment • obtain verification of the correct TIN • correct TIN in SCIMS, according to this handbook and on producer records <p>Note: All payments shall be issued to the correct TIN.</p> <ul style="list-style-type: none"> • send a memorandum to FMD, FSC according to 62-FI, subparagraph 76 B, requesting TIN be corrected for payments issued under an incorrect number. <p>Note: Include the incorrect and the correct TIN’s. This will result in a corrected CCC-1099-G. However, financial inquiries will continue to display the incorrect TIN.</p>

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*--977 Instructions for Required Reviews and Record Corrections (Continued)

B Instructions for Correcting Records (Continued)

IF overpayments were...	THEN...
<p>created for current and/or prior years</p>	<p>CCC-1099-G does not provide producer refund information; therefore, the action that was taken by County Office will result in CCC-1099-G being incorrect for the applicable year.</p> <p>County Offices must send a:</p> <ul style="list-style-type: none"> • letter informing the producer of the following: <p style="margin-left: 40px;">“Your taxpayer identification number has been corrected and the following applications/contracts and years were corrected: (List applicable applications/contracts and years).”</p> <p style="margin-left: 40px;">This resulted in an over/under payment(s) situation that has been resolved by this office.</p> <p style="margin-left: 40px;">The attached Producer Transaction Statement(s) indicates the offset(s) that were used to resolve the over payment situation in current and prior years to an incorrect taxpayer identification number.</p> <p style="margin-left: 40px;">You will be provided with a CCC-1099-G ‘Statement for Recipient of Certain Government Payments’ in January. The statement will indicate the corrections as income, but will not include the offsets made by this office.</p> <p style="margin-left: 40px;">Retain the Producer Transaction Statement(s) for your records to report to IRS as an expense as this is your only notification of the offset.”</p> • memorandum to FMD, FSC according to 62-FI, subparagraph 76 B requesting TIN be corrected for payments issued under an incorrect TIN. <p>Note: Include the incorrect and the correct TIN’s. This will result in a corrected CCC-1099-G. However, financial inquiries will continue to display the incorrect TIN.</p>

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--978 Review Results and Followup Actions*A Required Determinations**

For all payment recipients identified in the Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) (Exhibit 125), determinations are **required** for:

- payment eligibility according to 1-PL, Parts 2 and 6.5 and 4-PL, Parts 2 and 6
- program eligibility for each program under which payments were received according to 1-PL, paragraphs 4 and 16
- verification and, if necessary, correction of the TIN recorded in SCIMS according to this handbook and other systems, such as the joint operations and entity files
- verification of direct deposit authorization according to 63-FI.

B Documentation

The review results and actions taken shall be:

- documented on the Payments to Individuals Identified as Deceased Report (RPT-1-00-CM-11-1)
- recorded in the COC minutes.

C DD Responsibilities

DD's will:

- provide technical assistance
- assist in completing Payments to Individuals Identified as Deceased Report reviews
- ensure that the appropriate actions are timely completed.

D State Office Responsibilities

The State Office specialist assigned responsibility will:

- establish a deadline for completing reviews
- assist with reviews and determinations questioned by DD
- retain the completed Payments to Individuals Identified as Deceased Report.--*

979-1000 (Reserved)

***--Section 2 Payments to Producers Identified as Deceased in
FY 2011 and Subsequent Years Web Database**

1001 Reviewing the Payments to Producers Identified as Deceased Report (RPT-I-00-CM-11-1)

A Basic Information

The “Payments to Producers Identified as Deceased” Web database is designed to assist State and County Offices in conducting reviews and recording the results of the reviews of the Payments to Producers Identified as Deceased Report (RPT-I-00-CM-11-1) (Exhibit 125).

B Quarterly Report Requirement

The National Office acquires a list of payments made to producers identified as deceased who were direct and/or indirect payment recipients in FY 2011 and subsequent years. This report **must** be reviewed by County Offices on a quarterly basis. The State Office is responsible for overseeing the County Office reviews.

Note: Quarterly reports are due 1 month after the reports are posted. A notice will be sent to State and County Offices when the reports have been posted.

C Accessing the Payments to Producers Identified as Deceased Web Database

To access the Payments to Producers Identified as Deceased Report Web database, from the FSA Applications Intranet web site at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html, under “Common Applications”, CLICK “**Payments to Producers Identified as Deceased**”.

Note: Internet Explorer shall be used when accessing the database.--*

***--1001 Reviewing the Payments to Producers Identified as Deceased Report (RPT-I-00-CM-11-1) (Continued)**

D Choosing County or State

After users click the “Payments to Producers Identified as Deceased” link on the FSA Applications Home Page, the Payments to Producers Identified as Deceased – Portal Screen will be displayed.

The following is an example of the Payments to Producers Identified as Deceased – Portal Screen.



E Action

To enter the Payments to Producers Identified as Deceased Web database:

- County Office version, County Office users shall CLICK “**County Office Review**”
- State Office version, the State Office users shall CLICK “**State Office Review**”.--*

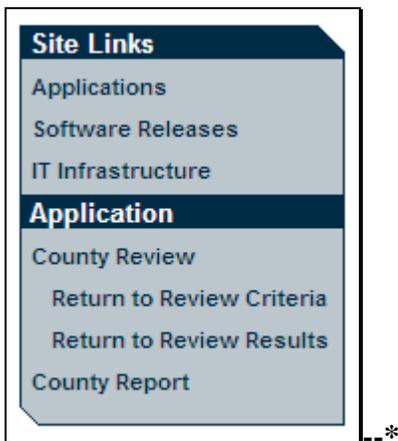
***--1002 County Reviews**

A Database Navigation

A left navigation menu is available for users to move around the database. The options may change depending on which screen is being displayed in the database. Users may click the following under “Application” in the left navigation:

- “County Review”, to navigate to the Select a State or County to Review Screen
- “Return to Review Criteria”, to navigate to the Select A State or County To Review Screen
- “Return to Review Results”, to navigate to the Search Results Screen
- “County Report”, to navigate to the Select Report Criteria Screen.

The following is an example of the left navigation options.



*--1002 County Reviews (Continued)

B Select a County to Review Screen

After users select “County Office Review” on the Payments to Producers Identified as Deceased - Portal Screen, the Select a County to Review Screen will be displayed.

The following is an example of the Select a County to Review Screen.



C Action

To perform a County Office review of Payments to Producers Identified as Deceased, select:

- FY
- State
- county
- quarter; multiple quarters may be selected.

CLICK “Search”.

Note If users CHECK (✓) “Only return records NOT reviewed.”, a list of payments to producers identified as deceased that have **not** yet been reviewed by the County Office will be displayed.--*

***--1003 Search Results**

A Overview

After users have selected a FY, State, county, and quarter to review, and have clicked “Search”, the Search Results Screen will be displayed.

B Example of the Search Results Screen

The following is an example of the Search Results Screen.

Site Links

- Applications
- Software Releases
- IT Infrastructure

Application

- County Review
- Return to Review Criteria
- County Report

Payments to Producers Identified as Deceased

Search Results - 6 record(s) found

Fiscal Year: 2011
 State: State
 County: County
 Quarter: 1

Tax ID	SCIMS Name	Date of Death	Program	Quarter	Review All
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review

C Action

If users click:

- “Review All”, they can advance through each record as reviewed
- “Review”, they can review 1 record.--*

***--1004 Death Master File (DMF) County Record Reviews**

A Overview

After users have selected a record to review by clicking “Review” or “Review All”, the DMF Record Review Screen will be displayed.

B DMF Record Review Screen

The following is an example of the DMF Record Review Screen.

Note: The number in parenthesis, (9999) in the example, is a unique number assigned to each record.

Payments to Producers Identified as Deceased

DMF Record Review (9999)

State:	State (99)
County:	County (999)
Last 4 of Tax ID Number:	9999
SCIMS Name:	ANY PRODUCER
Death Master File Name:	ANY PRODUCER
Date Of Death:	4/3/2009
Payee Name:	ANY PRODUCER
Last 4 of Payee Tax ID:	9999
Program Code:	9999
Program Name:	PROGRAM NAME
Payment Date:	11/8/2010
Program Year:	08
FY Quarter:	1
Payment Amount:	\$3,007.00

County Reviews

Date Reviewed:

Reason Code:

Overpayment Amount:

Date Overpayment Est:

Collected Amount:

Explanation and Actions Completed:

--*

--1004 Death Master File (DMF) County Record Reviews (Continued)*C Action**

Users shall review the information in the upper portion and enter the review information in the “County Reviews” section. Users shall select the reason code according to paragraph 1005. Enter additional information, if applicable. Additional information includes any of the following:

- overpayment amount
- date overpayment established
- collected amount
- explanation or actions completed.

Notes: “Explanations and Actions Completed” include, but are **not** limited to:

- handbook procedure that was reviewed
- legal documents authenticating producer’s TIN
- other records that may have been reviewed
- date receivable established.

Explanations and Actions Completed are **required** for Reason Codes “28” and “38”.

After users have entered the applicable information, CLICK “**Save**”.--*

*--1005 Reason Codes and Identifiers

A Reason Codes to Identify Erroneous Payments

The following is a list of codes to describe the reasons for erroneous payments issued to individuals identified as deceased.

Code	Condition or Situation
20	<p>TIN error; or misidentification of actual program participant.</p> <p>Example: TIN on a payment document was that of a deceased individual, but the actual program participant and payment recipient was found not to be deceased. This includes situations in which the surviving spouse was using the deceased spouse’s TIN to receive program payments and benefits.</p>
22	<p>Ineligible program participant.</p> <p>Example: Deceased individual did not meet the definition of a producer for program eligibility, or the deceased individual did not meet requirements to be considered “actively engaged in farming” for payment eligibility.</p>
24	<p>Invalid payment document; lack of signature authority, or invalid FSA-211.</p> <p>Example: Signature on a payment document was affixed by an individual that did not have signatory authority for the deceased individual; payment document was signed using FSA-211 that was no longer valid because of the death of the grantor.</p>
26	<p>Invalid multi-year payment document; incorrect participants.</p> <p>Example: A multi-year payment document was not updated following the death of participant to reflect the actual producer or property owner that now hold an interest in the property subject to the multi-year agreement or contract.</p>
28	<p>Ineligible for other reasons; detailed explanation required.</p> <p>Example: Participant knowingly provided incorrect TIN to receive program benefits; or COC determined scheme or device was adopted by participant to receive program payments not otherwise eligible to receive.</p> <p>Include the explanation on the same line in the “Explanation and Actions Completed” field.</p>

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*--1005 Reason Codes and Identifiers (Continued)

B Reason Codes to Identify Correct Payments

The following is a list of codes to describe the reasons for payments issued correctly to an individual identified as deceased.

Code	Condition or Situation
30	<p>Eligible; payment earned by individual before death.</p> <p>Example: Counter-cyclical payment received by the individual identified as deceased in the year following the individual’s date of death.</p>
32	<p>Eligible; TIN used to identify estate or trust.</p> <p>Example: Wife is co-grantor of a revocable trust carried under the husband’s SSN. The trust is the landowner and the husband is identified as deceased. Surviving spouse has authority to sign for the trust.</p>
34	<p>Eligible; TIN corrected/verified.</p> <p>Example: The individual program participant was incorrectly identified by SSA as deceased because of an error by FSA, the producer, or SSA. Participant was not deceased and verification of participant’s TIN was obtained.</p>
36	<p>Eligible; death of an individual not timely reported, but updated information supports the determinations of record.</p> <p>Example: FSA was not timely informed of the individual’s death. Updated information provided on behalf of the entity or joint operation did not change any payment eligibility and payment limitation determinations of record for the entity or joint operation.</p>
38	<p>Eligible for other reasons; detailed explanation required.</p> <p>Example: Relief granted or determined eligible and corrections made on the review of previous reports.</p> <p>Include the explanation on the same line in the “Explanations and Actions Completed” field.</p>

--*

***--1006 County Reports**

A Overview

After users have selected “County Report”, under “Application” in the left navigation, according to subparagraph 1002 A, the Select Report Criteria Screen will be displayed.

B Example of the Select Report Criteria Screen

The following is an example of the Select Report Criteria Screen.



C Action

To generate a county report, select the following:

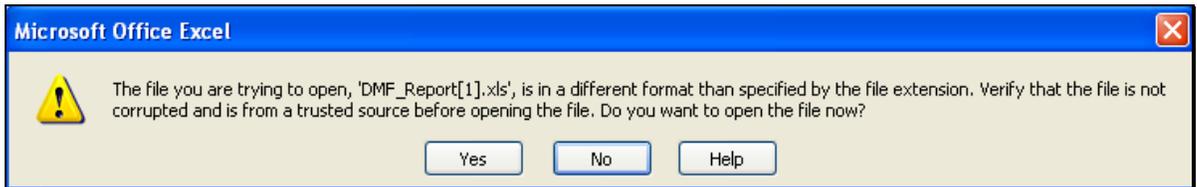
- FY
- State
- county
- quarter.

CLICK “Generate Report”.--*

*--1006 County Reports (Continued)

D Generating County Reports

After users click “Generate Report”, the message, “The file you are trying to open, ‘DMF_Report[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?”, may be displayed. **CLICK “Yes”**.



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*--1006 County Reports (Continued)

E Information Arrangement in the Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1)

The information in the Payments to Individuals Identified as Deceased Report is arranged as follows.

Label	Description
State Code	State code of the administrative location for the individual identified as deceased.
State	State name of the administrative location for the individual identified as deceased.
County Code	County code of the administrative location for the individual identified as deceased.
County	County name of the administrative location for the individual identified as deceased.
Last 4 of Tax ID	Last 4 digits of TIN of the individual identified as deceased as recorded in SCIMS and DMF.
(SCIMS) Name	Name as recorded in SCIMS of the individual identified as deceased.
Death Master File Name	Name as recorded in DMF of the individual identified as deceased.
Date Of Death	Date of death as recorded in DMF of the individual identified as deceased.
Payee Name	Name of the individual or entity associated with the individual identified as deceased.
Last 4 of Payee Tax ID	Last 4 digits of TIN of the individual or entity associated with the individual identified as deceased.
Payee Tax Id Type	TIN type of the individual or entity associated with the individual identified as deceased.
Program Code	Program code under which a payment was issued.
Program Name	Program name which a payment was issued.
Payment Date	Date of payment issuance.
FY Quarter	FY quarter (1, 2, 3, or 4).
Program Year	Program year associated with the payment.
Payment Amount	Payment amount.

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*--1006 County Reports (Continued)

E Information Arrangement in the Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) (Continued)

Label	Description
Date State Review	Date the State review was completed.
Date County Review	Date the county review was completed.
Reason Code	Numerical code that best describes the condition or situation according to paragraph 1005. This item shall be completed by the reviewer.
Overpayment Amount	Monetary amount the producer is overpaid. This item shall be completed by the reviewer, if applicable.
Date Overpayment Est.	Date the overpayment was established. This item shall be completed by the reviewer, if applicable.
Collected Amount	Monetary amount of the overpayment that has been collected. This item shall be completed by the reviewer, if applicable.
Explanation	Description of any and all actions completed by the reviewer. This item shall be completed by the reviewer.

Note: See Exhibit 125 for an example of the Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1).--*

*--1007 State Reviews

A Database Navigation

A left navigation menu is available for users to move around the database. The options may change depending on which screen is being displayed in the database. Users may click the following under “Application” in the left navigation:

- “State Review”, to navigate to the Select A State or County To Review Screen
- “Return to Review Criteria”, to navigate to the Select A State or County To Review Screen
- “Return to Review Results”, to navigate to the Search Results Screen
- “State Review Progress”, to view an on screen report displaying the progress of the reviews
- “State Report”, to navigate to the Select Report Criteria Screen.

The following is an example of the left navigation options.



***--1007 State Reviews (Continued)**

B State Office Login

After users select “State Office Review” from the Payments to Producers Identified as Deceased - Portal Screen, the following Payments to Producers Identified as Deceased State Office Review Login Screen will be displayed.

State Office users will enter the State Office pass phrase that was provided under a separate cover.

**Payments to Producers Identified as Deceased
State Office Review**

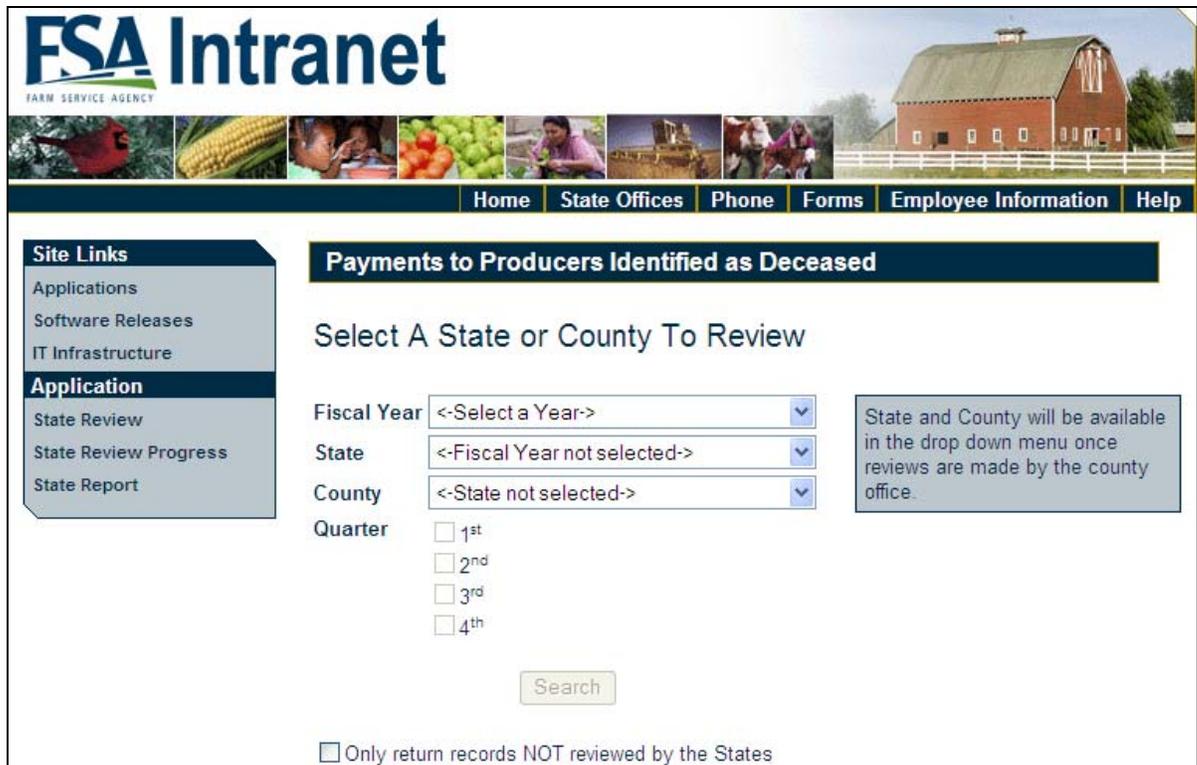
This is a protected site.
Please enter the pass phrase below.

After State Office users login, the Select A State or County To Review Screen will be displayed.--*

*--1007 State Reviews (Continued)

C Example of the Select A State or County To Review Screen

The following is an example of the Select A State or County To Review Screen.



D Action

To perform a State Office review of Payments to Producers Identified as Deceased, select:

- FY
- State
- county or all counties
- quarter; multiple quarters may be selected.

CLICK “Search”.

Notes: If users CHECK (✓) “Only return records NOT reviewed by the States”, a list of payments to producers identified as deceased that have **not** yet been reviewed by the State will be displayed.

If user’s State is not listed in the drop-down menu that indicates that County Offices in user’s State have not yet completed any reviews, see the message that will be displayed, “State and County will be available in the drop down menu once reviews are made by the county office”.--*

***--1008 Search Results**

A Overview

After State Office users have selected a FY, State, county, and quarter to review and have clicked “Search”, the Search Results Screen will be displayed.

B Example of the Search Results Screen

The following is an example of the Search Results Screen.

The screenshot shows the FSA Intranet interface. At the top is the 'FSA Intranet' logo with 'FARM SERVICE AGENCY' underneath. Below the logo is a navigation bar with links: Home, State Offices, Phone, Forms, Employee Information, and Help. On the left side, there is a 'Site Links' menu with categories: Applications, Software Releases, IT Infrastructure, and Application. Under 'Application', there are links for State Review, Return to Review Criteria, State Review Progress, and State Report. The main content area is titled 'Payments to Producers Identified as Deceased' and shows 'Search Results - 6 record(s) found'. It includes filters for Fiscal Year: 2011, State: State, County: County, and Quarter: 1. Below the filters is a table with 6 rows of search results.

Tax ID	SCIMS Name	Date of Death	Program	Quarter	Review All
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review
9999	ANY PRODUCER	4/3/2009	9999	1	Review

C Action

If users click:

- “Review All”, they can advance through each record as reviewed
- “Review”, they can review 1 record.--*

***--1009 Death Master File (DMF) State Record Reviews**

A Overview

After users have selected a record to review by clicking “Review” or “Review All”, the DMF Record Review Screen will be displayed.

B Example of the DMF Record Review Screen

The following is an example of the DMF Record Review Screen.

Note: The number in parenthesis, (9999) in the example, is a unique number assigned to each record.

Payments to Producers Identified as Deceased

DMF Record Review (9999)

State:	State (99)
County:	County (999)
Last 4 of Tax ID Number:	9999
SCIMS Name:	ANY PRODUCER
Death Master File Name:	ANY PRODUCER
Date Of Death:	4/3/2009
Payee Name:	ANY PRODUCER
Last 4 of Payee Tax ID:	9999
Program Code:	9999
Program Name:	PROGRAM NAME
Payment Date:	11/8/2010
Program Year:	08
FY Quarter:	1
Payment Amount:	\$3,007.00

State and County Reviews

Review Completed By County:	8/5/2011 12:11:10 PM
Reason Code:	30
Overpayment Amount:	
Date Overpayment Est:	
Collected Amount:	
Explanation/Actions Completed:	
Review Completed By State:	<input type="checkbox"/>

Reset
Save

C Action

Users shall review the information in the upper portion and review the information in the “State and County Reviews” section. If the State Office reviewer is satisfied, CHECK (✓) “**Review Completed by State**” and CLICK “**Save**”.

If the State Office is **not** satisfied, they shall contact the County Office to correct or resolve the issue. After the issue has been resolved, the State Office shall review again.--*

***--1010 State Review Progress**

A Overview

After users have selected “State Review Progress”, under “Application” in the left navigation, the Reviews By State and County Screen will be displayed.

B Example of the Reviews By State and County Screen

The following is an example of the Reviews By State and County Screen.

The screenshot shows a web interface with a dark blue header containing the text "Payments to Producers Identified as Deceased" in white. Below the header, the text "Reviews By State and County" is displayed in a large, bold, blue font. Underneath, there are two dropdown menus. The first is labeled "Fiscal Year" and has a selection of "<-Select a Year->". The second is labeled "State" and has a selection of "<-Fiscal Year not selected->". Both dropdown menus have a small blue arrow icon on the right side.

C Action

To generate the State Review Progress Report, select the following:

- FY
- State.--*

***--1010 State Review Progress (Continued)**

D Example of the Reviews By State and County Screen

The following is an example of the Reviews By State and County Screen.

Payments to Producers Identified as Deceased

Reviews By State and County

Fiscal Year ▼

State ▼

County	Total Required	Completed Reviews		Pending Reviews	
		County	State	County	State
County 1	18	2	0	16	2
County 2	5	0	0	5	0
County 3	19	0	0	19	0
Totals	42	2	0	40	2

E Information Provided on the Reviews By State and County Screen

The following is the information provided on the Reviews By State and County Screen.

Label	Description
County	County name.
Total Required	Number of reviews required in the county.
Completed Reviews – County	Number of reviews completed by the county.
Completed Reviews – State	Number of reviews completed by the State.
Pending Reviews – County	Number of reviews to be completed by the county.
Pending Reviews – State	Number of reviews to be completed by the State.

--*

***--1011 State Reports**

A Overview

After users have clicked “State Report”, under “Application” in the left navigation, the Select Report Criteria Screen will be displayed.

B Example of the Select Report Criteria Screen

The following is an example of the Select Report Criteria Screen.



C Action

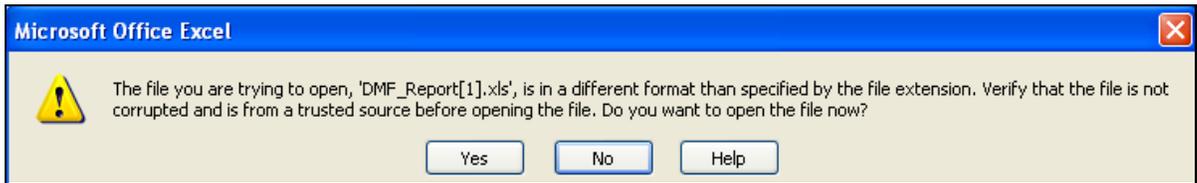
To generate a State Report, select:

- FY
- State
- county or all counties
- quarter

CLICK “**Generate Report**”.--*

--1011 State Reports (Continued)*D Generating State Reports**

After users click “Generate Report”, the Microsoft Office Excel message, “The file you are trying to open, ‘DMF_Report[1].xls’, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?” may be displayed. CLICK “Yes”.

**E Information Arrangement in the Payments to Individuals Identified as Deceased Report**

The information in the Payments to Individuals Identified as Deceased Report is arranged as described in subparagraph 1006 E.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
RPT-I-00-CM-08-1	Payments to Producers Identified as Deceased Report	Quarterly	30 calendar days after notification is received that the reports have been posted.	No	976-978, 1001, 1006, Ex. 125

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	Ex. 11.4	141, Ex. 2
AD-2047	Customer Data Worksheet Request for SCIMS Record Change (For Internal Use Only)	198	
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184 ^{1/}	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
CCC-509	Direct and Counter-Cyclical Program Contract		709, 710
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753, Ex. 51
CCC-605	Designation of Agent - Cotton		728, 731, Ex. 51
CCC-901	Members Information 2009 and Subsequent Years		707-711, 713, Ex. 51
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Years		707-711, 713, Ex. 51

^{1/} CCC-184 is obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-155	Request for Farm Reconstitution		Ex. 51
FSA-179	Transfer of Farm Records Between Counties		Ex. 51
FSA-211	Power of Attorney	Ex. 60	Part 25, 178, 709, 1005, Ex. 2, 51
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	707, 728
FSA-217	Socially Disadvantaged, Limited Resource and Beginning Farmer or Rancher Certification	950	
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	762
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2001	Request for Direct Loan Assistance		177
FSA-2301	Request For Youth Loan		177
I-151	Alien Registration Receipt Card		178, 932
I-551	Alien Registration Receipt Card		178, 932
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in Exhibit 102

The following abbreviations are not listed in Exhibit 102.

Approved Abbreviation	Term	Reference
AC	area conservationists	141, 177
APO	Army Post Office	179, 932
CY	current year	208, 212
DBA	doing business as	177
DMF	Death Master File	1004, 1006, 1009, 1011, Ex. 125
e-FC	electronic funds control	20
EIN	employer ID number	121, 122, 178.5, 178.6, 178.7, 178.8, Ex. 10, 11
FRS	Farm Records Management System	752
FSRIA	Farm Security and Rural Investment Act of 2002	106, 107
HC	highway content	179
IE	Internet Explorer	141
LLC	Limited Liability Company	121, 122, 177, 178, 178.6
MQ	Marketing Quota	208, 209
NSCP	Naval Stores Conservation Program	779, 918
OT	other producer	197
PYBC	Prior Year Business Code	141, Ex. 11.4
RR	rural route	179, 208

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Authority to act for entities may be redelegated by the representative by filing FSA-211 for an agent to perform for the trust or estate.	730

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Principal Reference
	Customize Fiduciary Relationships Report Screen	772
	DMF Record Review (9999) Screen	1004, 1009
	Exit FSA Power of Attorney Screen	765
	Fiduciary Relationships Home Page	761
	Fiduciary Relationships Report - Custom Report Screen	772
	Fiduciary Relationships Report - Default Report Screen	772
	Fiduciary Relationships Report Screen	765, 768, 770-773
	FSA Applications	141
	FSA Power of Attorney - Verify Signature Screen	765
	FSA Power of Attorney Detail Screen	765, 770
	FSA, NRCS and CCC Programs and Transactions Screen	766
	Insured Crops and Transactions Screen	767
	Non-FSA Power of Attorney Detail Screen	768
	Payments to Producers Identified as Deceased - Portal Screen	1001
	Payments to Producers Identified as Deceased State Office Review Screen	1007
	Record Conservatorship Preview Screen	763
	Record Conservatorship Screen	763
	Record Deceased Producer Preview Screen	762
	Record Deceased Producer Screen	762
	Record FSA Power of Attorney Preview Screen	765
	Record FSA Power of Attorney Screen	765
	Record Minor Child and Parent/Guardian Preview Screen	764
	Record Minor Child and Parent/Guardian Screen	764
	Record Non-FSA Power of Attorney Preview Screen	768
	Record Non-FSA Power of Attorney Screen	768
	Record Spousal Signature Authority	769
	Reviews By State and County Screen	1010
	Save FSA Power of Attorney Screen	765
	Save Pending FSA Power of Attorney	765
	SCIMS Add A New Individual Customer Screen	177
	SCIMS Add Business Customer Screen	178
	SCIMS Customer Information Screen	177
	SCIMS Customer Search Page	141, 155, 175
	SCIMS Customer Search Results Add a New Customer Screen	176
	Search Fiduciary Relationships Screen	770
	Search Results Screen	1003, 1008
	Select a County to Review Screen	1002
	Select A State or County To Review Screen	1007
	Select Report Criteria Screen	1006, 1011

Menu and Screen Index (Continued)

Menu or Screen	Title	Principal Reference
	Submit Conservatorship Screen	763
	Submit Deceased Producer Screen	762
	Submit FSA Power of Attorney Screen	765
	Submit Guardianship Screen	764
	Submit Non-FSA Power of Attorney Screen	768
	Terminated Agreements	763
	Terminated Agreements Screen	762
	Update Fiduciary Relationships Screen	771
	Update Minor Child and Parent/Guardian Screen	771
	USDA eAuthentication Login	141, 761
	USDA eAuthentication No Access Screen	141
	USDA eAuthentication Warning Screen	141, 761
MAA10001	County Data Table Maintenance Screen	23
MAA10005	County Data Table Maintenance Screen	26
MAA10501	County Data Table Maintenance Screen	24
MAA11002	County Data Table Maintenance Screen	26
MAA25002	Direct Payment Crop Table Screen	106
MAA25502	Counter-Cyclical Crop Table Screen	107
MAB09401	COC/LAA Change Screen	305
MAB09601	Producer Name and Address - Elections Screen	305
MAB100	Name/Address Report Menu	291
MAB35203	Fiduciary Record	763
MAB35302	Producer List of Farms	762
MAB35303	Fiduciary Board	762
MAB35304	Fiduciary ID Listing	762
MAC000	Facility Selection Menu	931
MAC01102	Facility Display Screen	933
MAC01202	Facility Change Screen	934
MAC01302	Facility Add Screen	932
MAC01401	Facility Delete Screen	935
MAC01601	Facility Reactivate Screen	937
MAC01701	Supplemental Data Screen	933, 934
MAC02001	Name and Address Maintenance Screen	936
MACI00	Name/Address Selection Menu	142
MACI1001	Producer Selection Screen	207
MACI2001	Individual Basic Data Screen	208
MACI2501	Supplemental Data Screen	209
MACI3001	Additional Supplemental Data Screen	210
MACI3501	Application Use Flags Screen	211
MACI4001	Spouse Basic Data Screen	212
MACI6001	Record Update Screen	211
MACR01-01	Common Routine To Select ID Number	761
MACS0301	Facility Name and Address Screen	931

***--Review of Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) in FY 2011 and Subsequent Years**

DMF Review Report																				
Fiscal Year: 2011		State: State		County: County		Quarters: 1		Report Date: Monday, August 08, 2011												
State Code	County Code	Last 4 of Tax ID	(SCIMS) Name	Death Master File Name	Date of Death	Payee Name	Last 4 of Payee Tax ID	Program Code	Program Name	Payment Date	FY Quarter	Program Year	Payment Amount	Date State Review	Date County Review	Reason Code	Overpayment Amount	Date Overpayment Est.	Overpayment Amount	Explanation or Actions Completed
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$3,007.00	7/5/2011	8/3/2011	30				
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$7,560.00	7/5/2011	8/3/2011	30				
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$127.00	7/5/2011	8/3/2011	30				
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$576.00	7/5/2011	8/3/2011	30				
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$138.00	7/5/2011	8/3/2011	30				
99	State 999	County 999	9999 PRODUCER	ANY PRODUCER	4/3/2009	ANY PRODUCER	9999 S	9999	PROGRAM NAME	11/8/2010	1	08	\$81.00	7/5/2011	8/3/2011	30				

- “Reason Code” is the numerical code that best describes the condition or situation, according to paragraph 1005.
- “Overpayment Amount” is the monetary amount the producer is overpaid, if applicable.
- “Date Overpayment Established” is the date the overpayment was established, if applicable.
- “Collected Amount” is the monetary amount of the overpayment that has been collected, if applicable.
- “Explanations and Actions Completed” include, but are not limited to:
 - handbook procedure that was reviewed
 - legal documents authenticating producer’s TIN
 - other records that may have been reviewed
 - date receivable established.

Note: Explanations and Actions Completed are required for Reason Codes “28” and “38”.

The ‘Program Year’ column will be blank for CDP, dishonored checks, ECP, interest penalties, LCP, LIP, Local Deposit Banks, NPS refunds, refund repayments, and settlements under *Pigford*.--*

