

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Management and Operating Provisions 1-CM (Revision 3)	Amendment 56
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Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 762 B has been amended to remove the policy that the date of death entered into the Fiduciary software cannot be more than 5 years from the current date.

Page Control Chart		
TC	Text	Exhibit
	25-201, 25-202	

762 Recording Deceased Producer (Continued)

B Record Deceased Producer Screen (Continued)

The following options are available on the Record Deceased Producer Screen.

Field/Button	Description	Action
Principal (Deceased Producer) - Select Principal	Allows users to select deceased individual.	CLICK "Select Principal" and the USDA SCIMS Customer Search Page will be displayed. Select producer by searching by type, name, tax ID, or other.
Date of Death	Allows users to enter the selected producer's date of death.	Enter date of death. The date of death must be entered as "mm/dd/yyyy" or click on the calendar to select date. Note: * * * If a date of death is not entered, the system will enter the current date.
Document Provided for Verification	Allows users to enter the type of documentation obtained for verification of death.	Enter the type of documentation obtained for verification in the free form entry box. Do not enter any PII data. This entry is optional.
FSA-325 Form	Allows users to indicate if FSA-325 is on file in the County Office.	Click box if FSA-325 is on file.
Recording Office - State and Service Center	Allows users to select the State and Service Center that is recording the death of the producer. Note: The State and Service Center is defaulted according to user's eAuthentication.	Select the recording State and Service Center using the drop-down menu containing all States and counties.
Preview Completed Deceased	Allows users to view name, last 4 of TIN, address, date of death, document provided for verification, status of FSA-325, and recording State Office and Service Center.	CLICK "Preview Completed Deceased" to view and verify data before submitting the record.

*--762 Recording Deceased Producer (Continued)

C Record Deceased Producer Preview Screen

The Record Deceased Producer Preview Screen allows users to revise incorrect or incomplete data previously entered before submitting the record.

The following is an example of Record Deceased Producer Preview Screen after a principal, date of death, and recording office was selected.

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USDA United States Department of Agriculture
Farm Service Agency Fiduciary

Home Eligibility Business File Combined Producers Payment Limitations Recording County Subsidiary Print Reports Fiduciary LogOut

Fiduciary Menu
 Welcome: Bobbie Butler
 User Role: FSA

Fiduciary Relationships

Record Deceased
 Record Conservatorship
 Record Guardianship
 Record FSA Power of Attorney
 Record Non-FSA Power of Attorney
 Record Spousal Signature Authority
 Search Fiduciary Relationships
 Update Fiduciary Relationships
 Fiduciary Relationships Report

[Fiduciary > Record Deceased Producer Preview](#)

Record Deceased Producer Preview

Principal (Deceased Customer)

Name	Tax ID	Address	City	State	Zip Code	
JESSIE HAYNES	N	26 STATE AVE	CLARKSDALE	MS	38614	Revise

Date of Death 06/01/2009 [Revise](#)

Document Provided for Verification [Revise](#)

FSA-325 Form No [Revise](#)

Recording Office

State	Service Center	
Mississippi	CLARKSDALE SERVICE CENTER	Revise

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