

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Common Management and  
Operating Provisions  
1-CM (Revision 3)**

**Amendment 57**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 1001 D has been amended to provide the updated Payments to Producers Identified as Deceased - Portal Screen.

Subparagraph 1002 A has been amended to provide the description of “Main Menu”, “County Report”, and to revise the left navigation options example.

Subparagraph 1002 B has been amended to provide the updated Select a County to Review Screen.

Subparagraphs 1003 B and 1008 B have been amended to provide the updated Search Results Screen.

Subparagraphs 1004 B and 1009 B have been amended to provide an updated DMF Record Review Screen.

Subparagraphs 1004 C and 1006 E have been amended to provide the limitation to the number of characters to Explanation and Actions Completed.

Subparagraph 1005 A has been amended to provide that “Erroneous” has been added to the descriptions of the reason codes.

Subparagraphs 1006 B and 1011 B have been amended to provide the updated Select Report Criteria Screen.

Subparagraph 1007 A has been amended to provide the description of “Main Menu”, “State Report”, and to revise the left navigation options example

Subparagraph 1007 C has been amended to provide the updated Select A State or County To Review Screen.

Exhibit 1 has been amended to correct the Reports Control Number.

**Amendment Transmittal (Continued)**

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	34-61 through 34-70 34-73 through 34-78 34-81, 34-82	1, pages 1, 2

**\*--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](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.

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**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:

- \*--“Main Menu” to return to the Payments to Producers Identified as Deceased - Portal Screen--\*
- “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 to generate an excel version of the report.

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.

\*--

The screenshot shows the FSA Intranet interface. At the top, there is a banner with the FSA Intranet logo and a navigation bar with links: Home, State Offices, Phone, Forms, Employee Information, and Help. Below the banner is a sidebar with 'Site Links' (Applications, Software Releases, IT Infrastructure) and 'Application' (Main Menu, County Review, County Report). The main content area is titled 'Payments to Producers Identified as Deceased' and contains the following form elements:

- Select a County to Review** (Section Header)
- Fiscal Year**: A dropdown menu with the option '<-Select a Year->'.
- State**: A dropdown menu with the option '<-Fiscal Year not selected->'.
- County**: A dropdown menu with the option '<-State not selected->'.
- Quarter**: Radio buttons for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>.
- Search**: A button to submit the form.
- Only return records NOT reviewed.

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**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 screenshot shows the FSA Intranet interface. At the top, there is a navigation bar with links for Home, State Offices, Phone, Forms, Employee Information, and Help. Below this is a sidebar with 'Site Links' (Applications, Software Releases, IT Infrastructure) and 'Application' (Main Menu, County Review, Return to Review Criteria, County Report). The main content area is titled 'Payments to Producers Identified as Deceased' and shows search results for 6 records. The search criteria are: Fiscal Year: 2011, State: State, County: County, Quarter: 1. A table lists the results with columns for Tax ID, SCIMS Name, Date of Death, Program, Quarter, and Review All. Each record has a 'Review' link. At the bottom, there is a footer with various links including FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Tax ID	SCIMS Name	Date of Death	Program	Quarter	Review All
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>

Note: For a list of program codes and their names, CLICK “” next to “Program”.--\*

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:	2009-04-03
Payee Name:	ANY PRODUCER
Last 4 of Payee Tax ID:	9999 S
Program Code:	9999
Program Name:	PROGRAM NAME
Payment Date:	2010-11-08
Program Year:	08
FY Quarter:	1
Payment Amount:	\$3,007.00

#### County Reviews

Date Reviewed:

Reason Code:

Reason Description: Description Unavailable

Overpayment Amount:

Date Overpayment Est:  (mm/dd/yyyy)

Collected Amount:

Explanation and Actions Completed:

1000 Characters Remaining

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**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:** “**Explanation 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.

Explanation and Actions Completed are:

- **required** for Reason Codes “28” and “38”
- **\*\*--limited to 1000 characters.--\***

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>*--Erroneous; TIN error or misidentification of actual program participant.--*</p> <p><b>Example:</b> TIN on a payment document was that of a deceased individual, but the actual program participant and payment recipient was found <b>not</b> 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>*--Erroneous; ineligible program participant.--*</p> <p><b>Example:</b> Deceased individual did <b>not</b> meet the definition of a producer for program eligibility, or the deceased individual did <b>not</b> meet requirements to be considered “actively engaged in farming” for payment eligibility.</p>
24	<p>*--Erroneous; invalid payment document, lack of signature authority, or invalid--* FSA-211.</p> <p><b>Example:</b> Signature on a payment document was affixed by an individual that did <b>not</b> 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>*--Erroneous; invalid multi-year payment document, incorrect participants.--*</p> <p><b>Example:</b> A multi-year payment document was <b>not</b> 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>*--Erroneous; ineligible for other reasons, detailed explanation required.--*</p> <p><b>Example:</b> Participant knowingly provided incorrect TIN to receive program benefits; or COC determined scheme or device was adopted by participant to receive program payments <b>not</b> otherwise eligible to receive.</p> <p>Include the explanation on the same line in the “Explanation and Actions Completed” field.</p>

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><b>Example:</b> 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><b>Example:</b> 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><b>Example:</b> The individual program participant was incorrectly identified by SSA as deceased because of an error by FSA, the producer, or SSA. Participant was <b>not</b> 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><b>Example:</b> FSA was <b>not</b> timely informed of the individual’s death. Updated information provided on behalf of the entity or joint operation did <b>not</b> 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><b>Example:</b> 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 “Explanation 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.

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The screenshot shows the FSA Intranet interface. At the top left is the logo for FSA Intranet (Farm Service Agency). 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 'Application' selected. The main content area is titled 'Payments to Producers Identified as Deceased' and contains a 'Select Report Criteria' form. The form has the following fields: 'Fiscal Year' (dropdown menu with '<-Select a Year->'), 'State' (dropdown menu with '<-Fiscal Year not selected->'), 'County' (dropdown menu with '<-State not selected->'), and 'Quarter' (radio buttons for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>). A 'Generate Report' button is located at the bottom of the form.

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### C Action

To generate a county report, select the following:

- FY
- State
- county
- quarter.

CLICK “Generate Report”.

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. Not to exceed 1000 characters.--*

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

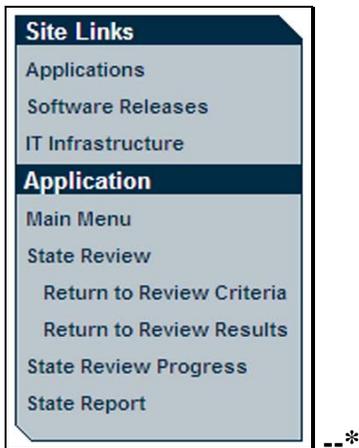
1007 State Reviews

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:

- \*--“Main Menu”, to return to the Payments to Producers Identified as Deceased - Portal Screen--\*
- “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 to generate an excel version of the report.

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.

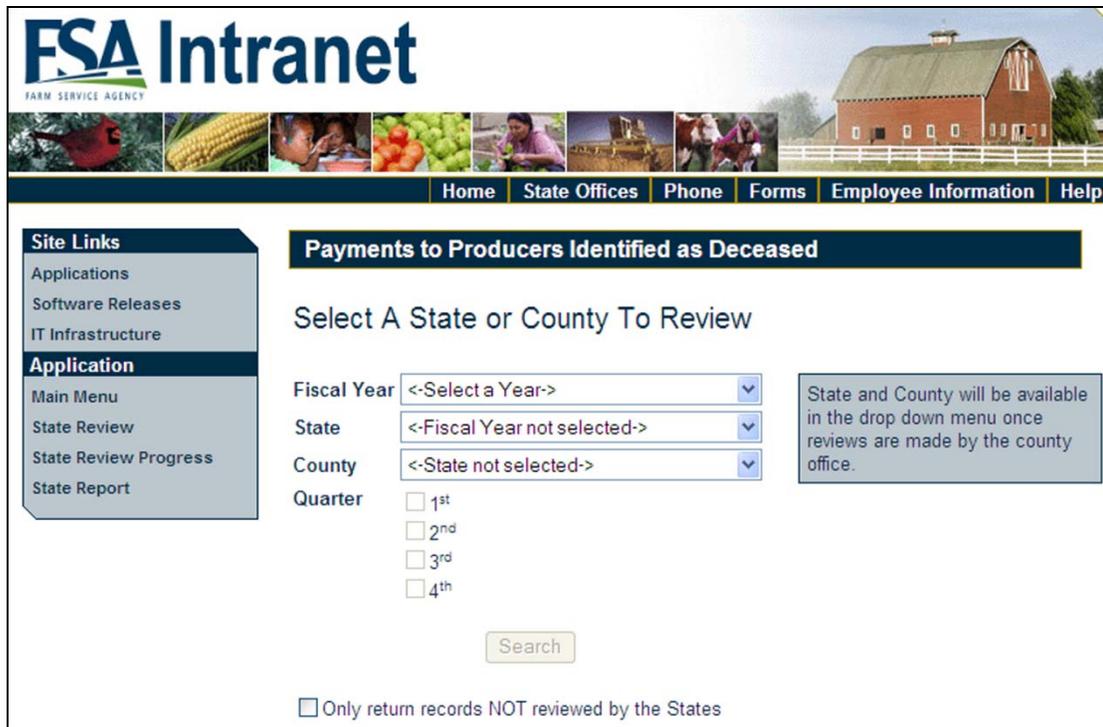
After State Office users login, the Select A State or County To Review Screen will be displayed.--\*

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.

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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, there is a navigation bar with links for Home, State Offices, Phone, Forms, Employee Information, and Help. A sidebar on the left contains 'Site Links' (Applications, Software Releases, IT Infrastructure) and 'Application' (Main Menu, State Review, Return to Review Criteria, State Review Progress, State Report). The main content area is titled 'Payments to Producers Identified as Deceased' and displays 'Search Results - 6 record(s) found'. The search criteria are: Fiscal Year: 2011, State: State, County: County, and Quarter: 1. Below the criteria is a table with 6 rows of search results, each containing Tax ID, SCIMS Name, Date of Death, Program, Quarter, and a 'Review All' link.

Tax ID	SCIMS Name	Date of Death	Program	Quarter	Review All
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>
9999	ANY PRODUCER	2009-04-03	9999	1	<a href="#">Review</a>

At the bottom of the page, there is a footer with links for USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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### 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.

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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:	2009-04-03
Payee Name:	ANY PRODUCER
Last 4 of Payee Tax ID:	9999 S
Program Code:	9999
Program Name:	PROGRAM NAME
Payment Date:	2010-11-08
Program Year:	08
FY Quarter:	1
Payment Amount:	\$3,007.00

State and County Reviews

Review Completed By County:	3/26/2012 8:31:00 AM
Reason Code:	30
Reason Description:	Eligible. Payment earned by individual before death.
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.--\*

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.

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C Action

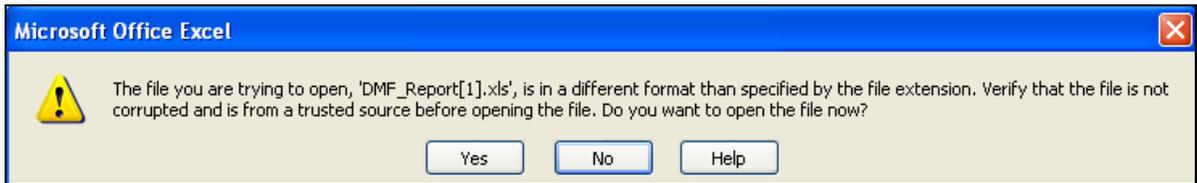
To generate a State Report, select:

- 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.

**1012-1020 (Reserved)**

## 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-11-1	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 (HELC) 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
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
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		779

1/ CCC-184 is obsolete.

## Reports, Forms, Abbreviations, and Delegations of Authority

## 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	178, Part 25, 1005, Ex. 2, 51
FSA-211-1 <u>2/</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 Deceased	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-551	Alien Registration Receipt Card		177, 178, 932, Ex. 2
IRS 1099-MISC	Miscellaneous Income		122
SF-256	Self-Identification of Disability	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

2/ FSA-211-1 is obsolete.