

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 69

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 34 has been amended to update the following for FY 2014:

- information about the Payments to Producers Identified as Deceased (PPID) Web database that was redesigned to:
 - move the database behind eAuthentication login
 - improve the functionality and reporting capability
- instructions
- screen prints.

Exhibit 125 has been amended to update the example Payments to Producers Identified as Deceased Report (RPT-I-00-CM-11-1).

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--Part 34 Payments to Producers Identified as Deceased in FY 2014 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 table 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” * * * 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” * * * field on the report • advise the producer to contact SSA about the possible record error.

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” * * * 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.

977 Instructions for Required Reviews and Record Corrections (Continued)

B Instructions for Correcting Records

Correct records according to the instructions in the following table.

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” * * * 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>

**Section 2 Payments to Producers Identified as Deceased in
*--FY 2014 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 (PPID) Web database was 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).

The PPID database was modified to incorporate role-based functionality for FY 2014. FSA users will be required to login to the PPID database using their eAuthentication credentials.

The 3 unique roles in the PPID database are:

- “DMF Reviewer”, County Office employee responsible for reviewing PPID records
- “DMF Approver”, State Office employee responsible for approving County Office-reviewed PPID records
- “National Administrator”, National Office employee responsible for importing quarterly DMF records and managing user profiles.

To request access to the PPID system, State and County Office employees shall do the following:

- submit a completed FSA-13A to the FSA Information Security Office, as instructed on the FSA-13A; include the eAuthentication role “**FSA_PPID_User**” in the “**WEB**” block of FSA-13A
- e-mail Kerry Sefton at **kerry.sefton@wdc.usda.gov** with a list of State and/or County Offices to which user needs access.--*

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

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 2014 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 PPID Database

To access the PPID 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 (PPID)**”.

Notes: Internet Explorer shall be used when accessing the PPID database.

The PPID database is behind eAuthentication and requires authorized credentials to access PPID records and generate reports.

The USDA eAuthentication Login Screen will be displayed. User can do either of the following:

- CLICK “**Log In with your LincPass (PIV)**” with LincPass inserted in the card reader
- enter eAuthentication user ID and password and CLICK “**Login**”.--*

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

***--D PPID Home/View Progress Screen**

After users are authenticated to the PPID database, the PPID Home/View Progress Screen will be displayed. Content displayed will depend on the role of the user.

The following is an example of the PPID Home/View Progress Screen that will be displayed for a County Office user with DMF Reviewer access.

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Washita (149)	12	5	3	7	2
Total	12	5	3	7	2

E Navigation

The following navigation bar will be displayed on every screen and is identical for every FSA user, regardless of role.



Users may click any of the following from the top navigation bar:

- “PPID Home”, to return to the PPID Home/View Progress Screen as authenticated user
- “About PPID”, to view information about the purpose of the PPID database
- “Help”, for assistance with role-based functionality in the PPID database
- “Contact Us”, to view system administrator contact information
- “Exit PPID”, to navigate out of the PPID database without logging out of eAuthentication
- “Logout of eAuthentication”, to logout of PPID and eAuthentication.--*

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

***--E Navigation (Continued)**

On the PPID Home/View Progress Screen, beneath the navigation bar, user’s name and role will be displayed. Under “Actions” various options will be displayed based on the user’s role. The following is an example of the left navigation bar for a County Office DMF Reviewer.



F Actions Menu

To access an action, click the link. Each of the following actions will be discussed in detail in the referenced paragraph.

Role	Action	Purpose	Paragraph
DMF Reviewer	View Progress	View the current number and status of records within the assigned county(ies).	1002
	Search and Enter Review	Perform a customized search to locate specific records; review selected records.	1003, 1004
	Reviews Report	Generate a customized report (RPT-I-00-CM-11-1) containing completed and/or pending records.	1006
DMF Approver	View Progress	View the current number and status of records within the assigned State(s).	1007
	Search and Approve	Perform a customized search to locate specific records; review and approve selected records.	1008, 1009
	Reviews Report	Generate a customized report (RPT-I-00-CM-11-1) containing completed and/or pending records.	1011

--*

*--1002 County Review Action

A Overview

By default, the first “Actions” item “View Progress” is displayed on the PPID Home/View Progress Screen immediately after logging into the PPID database.

The PPID Home/View Progress Screen will display all counties for which the authenticated DMF Reviewer is assigned. The following is an example of the PPID Home/View Progress Screen for a DMF Reviewer.

The screenshot shows the PPID (Payments to Producers Identified as Deceased) interface. The header includes the United States Department of Agriculture Farm Service Agency (FSA) logo. A navigation bar contains links for PPID Home, About PPID, Help, Contact Us, Exit PPID, and Logout of eAuth. The main content area is titled "View Progress" and includes filters for Fiscal Year (2014), State (Oklahoma (40)), and Quarter (1st, 2nd, 3rd, 4th). A table displays the following data:

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Washita (149)	12	5	3	7	2
Total	12	5	3	7	2

B Selecting Data to View Progress

On the PPID Home/View Progress Screen, users can select the “Fiscal Year”, “State”, and “Quarter” to display the desired data.

Note: More than 1 quarter can be checked (✓) in the “Quarter” criteria.

*--1002 County Review Action (Continued)

B Selecting Data to View Progress (Continued)

The PPID Home/View Progress Screen will display the number of records per county in each of the 5 following categories:

- “Total DMF Records” by county
- “Reviewed”, number of DMF reviews completed by County Office
- “Approved”, number of DMF approvals completed by State Office
- “Pending Review”, number of DMF reviews pending by County Office
- “Pending Approval” the number of DMF reviews completed by the County Office, but pending State Office approval.

Note: If there are no records for the applicable year, State, county, and quarter, then the message, “No DMF Records found.” will be displayed.

In the following example of the PPID Home/View Progress Screen for a DMF Reviewer, the DMF Reviewer is viewing the progress of FY 2014 Quarter 1. The “View Progress” table shows that the County Office has completed review of 5 records, with 7 remaining for review. Of the 5 reviewed records, the State Office has approved 3, and 2 are still pending approval.

The screenshot shows the PPID (Payments to Producers Identified as Deceased) interface for the United States Department of Agriculture Farm Service Agency (FSA). The user is logged in as a DMF Reviewer. The 'View Progress' section is active, showing filters for Fiscal Year 2014, State Oklahoma (40), and Quarter 1st. A table displays the following data:

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Washita (149)	12	5	3	7	2
Total	12	5	3	7	2

--*

*--1002 County Review Action (Continued)

C Action

To perform a County Office PPID review, on the PPID Home/View Progress Screen, click either of the following:

- under “Action”, CLICK “Search and Enter Review”
- in the “View Progress” table, under “Pending Review”, click number of records link for the desired county.

PPID
Payments to Producers Identified as Deceased

United States Department of Agriculture
Farm Service Agency **FSA**

PPID Home | About PPID | Help | Contact Us | Exit PPID | Logout of eAuth

PPID Menu
Welcome FSA Employee!
Role: DMF Reviewer

Actions

- View Progress
- Search and Enter Review
- Reviews Report

View Progress

Fiscal Year: 2014
State: Oklahoma (40)
Quarter: 1st 2nd 3rd 4th

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Washita (149)	12	5	3	7	2
Total	12	5	3	7	2

--*

***--1003 County Review, “Search and Enter Review” Action**

A Overview

After DMF Reviewers have selected the “Search and Enter Review” action, the following Search and Enter Review, Search Criteria Screen will be displayed.

In addition to using the “Fiscal Year”, “State”, “County”, and “Quarter” selections, DMF Reviewers can check (✓) 1 or more of the following “Status” criteria:

- “Not Reviewed by County”
- “Reviewed by County “
- “Approved By State”.

Note: More than 1 quarter can be checked (✓) in the “Quarter” criteria.

DMF Reviewers can modify the search criteria as necessary, and CLICK “**Search**” to view the resulting records, or CLICK “**Clear**” to clear all search criteria and start over.

--*

***--1003 County Review, “Search and Enter Review” Action (Continued)**

B Search Results

The Search and Enter Review Screen will display the “Fiscal Year”, “State”, “County”, “Quarter”, and “Status” of the summarized records, as a reminder of the criteria the DMF Reviewer previously selected. To change the search criteria, CLICK “**Modify**” on the top right.

The following details of each record are summarized on the Search and Review, Search Criteria Screen:

- “Record Id”
- “Tax Id” (last 4)
- “SCIMS Name”
- “Date of Death”
- “Program Code”
- “Quarter”
- “Action” (“Review” link).

DMF Reviewers may sort any of these columns by clicking on the header.--*

*--1003 County Review, “Search and Enter Review” Action (Continued)

B Search Results (Continued)

The following example Search and Enter Review, Search Criteria Screen displays the search results for records pending county review for FY 2014 Quarter 1.

Notes: There are 7 records pending county review.

If on the PPID Home/View Progress Screen, in the “View Progress” table, under “Pending Review”, DMF Reviewer clicks the number of records link for the desired county (according to the 2nd bullet in subparagraph 1002 C), the Search Criteria Screen will be bypassed and the DMF Reviewer will be advanced to this screen.

Record Id	Tax Id	SCIMS Name	Date of Death	Program Code	Quarter	Action
115544	9999	Any Producer	08/04/2013	6742	1st	Review
115545	9999	Any Producer	09/04/2013	3131	1st	Review
115546	9999	Any Producer	05/05/2013	2746	1st	Review
115547	9999	Any Producer	02/18/2013	2775	1st	Review
115548	9999	Any Producer	06/30/2013	2775	1st	Review
115549	9999	Any Producer	07/13/2013	2746	1st	Review
115550	9999	Any Producer	08/29/2013	2775	1st	Review

C Action

DMF Reviewers shall CLICK “**Review**” next to the first desired record to begin the detailed review.--*

1004 Death Master File (DMF) Record County Review

A Overview

*--After DMF Reviewers have selected a record to review, the following Enter Review Screen will be displayed with all pertinent details about the record and fields for County Office reviewer input.

B Enter Review Screen

The following is an example of the Enter Review Screen.

Note: The “DMF Record” number in parenthesis, (115544 in the example), is a unique number assigned to each record.

Enter Review

[← Back To Search](#)
[Next →](#)

DMF Record (115544)

State: Oklahoma (40)	Fiscal Year: 2014
County: Washita (149)	Quarter: 1 st
SCIMS Name: Any Producer	Program Year: 14
Death Master File Name: Any Producer	Program: 6742 - 2011 DIRECT PAYMENTS
Tax ID Number: xxx-xx-9999	Date Of Death: 08/04/2013
Payee Name: Any Producer	Payment Date: 10/31/2013
Payee Tax ID: xxx-xx-9999 - S	Payment Amount: \$1,224.00

DMF Record Review

Review Completed By County:

* Reason Code:

Reason Description:

Overpayment Amount(\$):

Overpayment Established Date:

Collected Amount(\$):

Explanation:

(up to 1000 characters)

Approved By State:

State Comment:

[← Back To Search](#)

--*

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

*--On the Enter Review Screen, DMF Reviewers shall review the information in the upper portion and enter the review information in the “DMF Record Review” section. DMF Reviewers shall select the reason code according to paragraph 1005. Enter additional information, if applicable, that includes any of the following:

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

Note: “**Explanation**” entries:

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

After DMF Reviewers have entered the applicable information, **CLICK** any of the following:

- “**Save**”
- “**Save and Next**”
- “**Reset**”, to clear all fields and start over.--*

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>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>Erroneous; 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>Erroneous; 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>Erroneous; 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>Erroneous; 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>

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 “Explanation and Actions Completed” field.</p>

1006 County Reports

A Overview

*--From the PPID Home/View Progress Screen, under “Actions”, if DMF Reviewers click “Reviews Report”, the Reviews Report Screen will be displayed.

B Example of the Reviews Report Screen

The following is an example of the Reviews Report Screen.

PPID United States Department of Agriculture **FSA**
Payments to Producers Identified as Deceased Farm Service Agency

PPID Home About PPID Help Contact Us Exit PPID Logout of eAuth

PPID Menu
Welcome FSA Employee!
Role: DMF Reviewer

Actions
View Progress
Search and Enter Review
Reviews Report

Reviews Report
Fiscal Year: 2014
State: Oklahoma (40)
County: Washita (149)
* Quarter: 1st 2nd 3rd 4th
* Reason Code: All
20
22
24
26
28
30
32
34
36
38
(CTRL + click to select multiple items)
Generate

--*

1006 County Reports (Continued)

***--C Action**

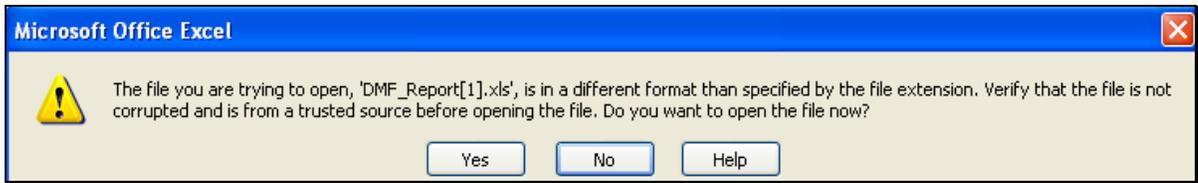
To generate a county report, select the following:

- “Fiscal Year”
- “State”
- “County”
- “Quarter” (multiple quarters may be selected)
- “Reason Code” (select “All” or multiple codes by holding “Ctrl” button while selecting).

CLICK “Generate”.--*

D Generating County Reports

After DMF Reviewers 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”.



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
--Record ID	Unique number to identify DMF record.--
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.

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 DMF reviewer in the County office. Not to exceed 1000 characters.
--State Comment	Notes or comments entered by DMF Approver in the State Office. Optional entry. 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 Approval Review Progress

A Overview

After DMF Approvers log into the PPID database, the PPID Home/View Progress Screen will be displayed. The PPID Home/View Progress Screen will initially display the total number of records within each State for which the DMF Approver is authenticated. If the DMF Approver is authenticated for more than 1 State, each will appear as a line item in the table.

The following is an example of the initial PPID Home/View Progress Screen for a DMF Approver.

The screenshot shows the PPID (Payments to Producers Identified as Deceased) interface. The header includes the PPID logo and the United States Department of Agriculture Farm Service Agency (FSA) logo. A navigation bar contains links for PPID Home, About PPID, Help, Contact Us, Exit PPID, and Logout of eAuth. The main content area is divided into a left sidebar and a main panel.

PPID Menu
 Welcome FSA Employee!
 Role: DMF Approver

Actions

- View Progress
- Search and Approve
- Reviews Report

View Progress

Fiscal Year: 2013
 State: All States
 Quarter: 1st 2nd 3rd 4th

State	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Oklahoma (40)	392	50	8	342	42
Total	392	50	8	342	42

--*

*--1007 State Approval Review Progress (Continued)

B Selecting Data to View Progress

DMF Approvers can select the State, and the “View Progress” table will expand to display all counties with DMF records within that State. The applicable FY and quarters can also be selected to display the desired data.

The following is an example of the PPID Home/View Progress Screen for a DMF Approver, after FY, State, and quarters have been selected. For this example, the table shows that there are records pending State approval.

Notes: If a county is not listed, there are no DMF records pending review for that FY and quarter.

A full list of county records will be available for viewing as the DMF Approver scrolls down.

The screenshot shows the PPID (Payments to Producers Identified as Deceased) interface. The header includes the PPID logo and the United States Department of Agriculture Farm Service Agency (FSA) logo. A navigation bar contains links for PPID Home, About PPID, Help, Contact Us, Exit PPID, and Logout of eAuth. The main content area is titled "View Progress" and includes filters for Fiscal Year (2013), State (Oklahoma (40)), and Quarter (1st, 2nd, 3rd, 4th). A table displays the following data:

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Alfalfa (003)	6	6	0	0	6
Beaver (007)	17	0	0	17	0
Beckham (009)	9	0	0	9	0
Blaine (011)	6	0	0	6	0
Bryan (013)	1	0	0	1	0
Caddo (015)	4	4	0	0	4
Canadian (017)	4	0	0	4	0
Cimarron (025)	30	1	0	29	1

--*

***--1007 State Approval Review Progress (Continued)**

B Selecting Data to View Progress (Continued)

After DMF Approvers log into the PPID database, the PPID Home/View Progress Screen will be displayed with the number of records, per county, in each of the 5 following categories:

- “Total DMF Records”, total number of DMF records per county
- “Reviewed”, number of DMF Reviews completed by County Office
- “Approved”, number of DMF Approvals completed by State Office
- “Pending Review”, number of records pending DMF Review by County Office
- “Pending Approval”, number of records reviewed by County Office, but pending State Office approval.--*

*--1007 State Approval Review Progress (Continued)

C Action

To perform a State Office PPID review, on the PPID Home/View Progress Screen, click either of the following:

- under “Actions”, CLICK “Search and Approve”
- in the “View Progress” table, under “Pending Approval”, click number of records link for the desired county.

PPID
Payments to Producers Identified as Deceased

United States Department of Agriculture
Farm Service Agency **FSA**

PPID Home | About PPID | Help | Contact Us | Exit PPID | Logout of eAuth

PPID Menu
Welcome FSA Employee!
Role: DMF Approver

Actions
View Progress
Search and Approve
Reviews Report

View Progress
Fiscal Year: 2013
State: Oklahoma (40)
Quarter: 1st 2nd 3rd 4th

County	Total DMF Records	Reviewed	Approved	Pending Review	Pending Approval
Alfalfa (003)	6	<u>6</u>	0	0	
Beaver (007)	17	0	0	<u>17</u>	
Beckham (009)	9	0	0	<u>9</u>	0
Blaine (011)	6	0	0	<u>6</u>	0
Bryan (013)	1	0	0	<u>1</u>	0
Caddo (015)	4	<u>4</u>	0	0	<u>4</u>
Canadian (017)	4	0	0	<u>4</u>	0
Cimarron (025)	30	<u>1</u>	0	<u>29</u>	<u>1</u>

--*

*--1008 State Approval Action

A Overview

After DMF Approvers have selected the “Search and Approve” action, the following Search and Approve, Search Criteria Screen will be displayed.

In addition to using the “Fiscal Year”, “State”, “County”, and “Quarter” selections, DMF Reviewers can check (✓) 1 or more of the following “Status” criteria:

- “Not Reviewed by County”
- “Reviewed by County “
- “Approved By State”.

Note: More than 1 quarter can be checked (✓) in the “Quarter” criteria.

DMF Approvers can modify the search criteria as necessary, and CLICK “**Search**” to view the resulting records, or CLICK “**Clear**” to clear all search criteria and start over.

PPID Menu
Welcome FSA Employee!
Role: DMF Approver
Actions
View Progress
Search and Approve
Reviews Report

Search and Approve

Search Criteria

* Fiscal Year: 2014
* State: Oklahoma (40)
* County: Washita (149)
* Quarter: 1st 2nd 3rd 4th
* Status: Not Reviewed By County Reviewed By County Approved By State

Clear Search

--*

***--1008 State Approval Action (Continued)**

B Search Results

The Search and Enter Review Screen will display the “Fiscal Year”, “State”, “County”, “Quarter”, and “Status” of the summarized records, as a reminder of the criteria DMF Approver previously selected. To change the search criteria, CLICK “**Modify**” on the top right.

The following details of each record are summarized on the Search and Review, Search Criteria Screen:

- “Record Id”
- “Tax Id” (last 4)
- “SCIMS Name”
- “Date of Death”
- “Program Code”
- “Quarter”
- “Action” (“Approve” link).

DMF Approvers may sort any of these columns by clicking on the header.--*

***--1008 State Approval Action (Continued)**

B Search Results (Continued)

The following example Search and Approve, Search Criteria Screen displays the search results for records that have been reviewed by the county for FY 2014 Quarter 1.

Notes: There are 5 records pending State approval.

If on the PPID Home/View Progress Screen, in the “View Progress” table, under “Pending Review”, the DMF Approver clicks the “Number of Records” link for the desired county (according to the 2nd bullet in subparagraph 1007 C), the Search Criteria Screen will be bypassed and DMF Approvers will be advanced to this screen.

The screenshot shows a web interface for 'Search and Approve'. On the left is a 'PPID Menu' with options: 'Welcome FSA Employee!', 'Role: DMF Approver', 'Actions', 'View Progress', 'Search and Approve' (highlighted), and 'Reviews Report'. The main area is titled 'Search and Approve' and contains 'Search Criteria' with a 'Modify' link. The criteria are: Fiscal Year: 2014, State: Oklahoma (40), County: Washita (149), Quarter: 1st, and Status: Reviewed By County. Below this is a table with 7 columns: Record Id, Tax Id, SCIMS Name, Date of Death, Program Code, Quarter, and Action. The table lists 5 records, each with an 'Approve' link in the Action column.

Record Id	Tax Id	SCIMS Name	Date of Death	Program Code	Quarter	Action
115539	9999	Any Producer	06/05/2013	2775	1st	Approve
115540	9999	Any Producer	07/08/2013	2775	1st	Approve
115541	9999	Any Producer	09/04/2013	6742	1st	Approve
115542	9999	Any Producer	04/11/2013	6742	1st	Approve
115543	9999	Any Producer	06/16/2013	3324	1st	Approve

C Action

DMF Approvers shall CLICK “**Approve**” next to the first desired record to begin the detailed review.

Note: Clicking “Approve” on this screen will **not** actually approve the record. Clicking “Approve” will allow DMF Approvers to begin the record review and approval process.--*

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

A Overview

After DMF Approvers have selected a record to approve, the Approve Review Screen will be displayed with all pertinent details about the record, and inputs from the county review.

B Example of the Approve Review Screen

The following is an example of the Approve Review Screen.

Note: The DMF Number in parenthesis, (115539 in the example), is a unique number assigned to each record.

Approve Review

[← Back To Search](#)
[Next →](#)

DMF Record (115539)

State: Oklahoma (40)	Fiscal Year: 2014
County: Washita (149)	Quarter: 1 st
SCIMS Name: Any Producer	Program Year: 14
Death Master File Name: Any Producer	Program: 2775 - NON-INSURED ASSISTANCE PROGRAM
Tax ID Number: xxx-xx-9999	Date Of Death: 06/05/2013
Payee Name: Any Producer	Payment Date: 12/27/2013
Payee Tax ID: xxx-xx-9999 - S	Payment Amount: \$3,776.00

DMF Record Review

Review Completed By County: 1/6/2014

Reason Code: 30

Reason Description: Eligible; payment earned by individual before death.

Overpayment Amount(\$):

Overpayment Established Date:

Collected Amount(\$):

Explanation: Eligible. Payment earned by individual before death.

Approved By State:

State Comment:

(up to 1000 characters)

[← Back To Search](#)

--*

*--1009 Death Master File (DMF) Record State Review (Continued)

C Action

DMF Approvers shall review the information in the upper “DMF Record” section and then review the information in the lower “DMF Record Review” section. DMF Approvers have the option to enter a free-form text in the “State Comment” field, as necessary, to capture a note or comment about the approval. “State Comment” field entries will:

- be displayed on generated reports
- hold a maximum of 1000 characters.

DMF Record Review

Review Completed By County: 1/9/2014
Reason Code: 30
Reason Description: Eligible; payment earned by individual before death.
Overpayment Amount(\$):
Overpayment Established Date:
Collected Amount(\$):
Explanation:
Approved By State:

State Comment:
(up to 1000 characters)

[← Back To Search](#)

If DMF Approvers are...	THEN...
satisfied	CLICK either of the follow: <ul style="list-style-type: none"> “Approve”, to approve and receive confirmation of record approval “Approve and Next”, to approve and proceed to the next record pending approval.
not satisfied	do both of the following: <ul style="list-style-type: none"> CLICK “Back To Search” to return to the search results without approving the record contact the County Office to correct or resolve the issue. After the issue has been resolved, DMF Approver shall review again.

--*

1010 (Withdrawn--Amend. 69)

1011 State Reports

A Overview

*--From the PPID Home/View Progress Screen, under “Actions”, if DMF Approvers click “Reviews Report”, the Reviews Report Screen will be displayed.

B Example of the Reviews Report Screen

The following is an example of the Reviews Report Screen.



C Action

To generate a State Report, select:

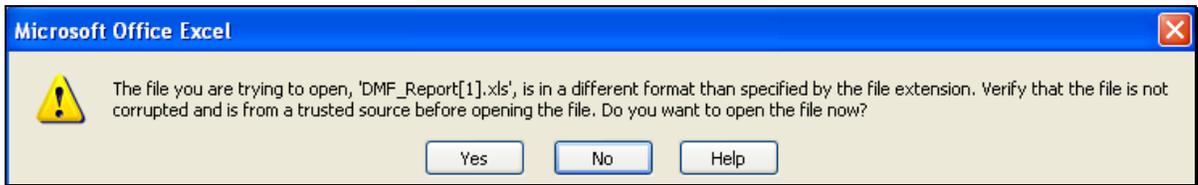
- “Fiscal Year”
- “State”
- “County” (may select “All Counties”)
- “Quarter” (multiple quarters may be selected)
- “Reason Code” (select “All” or multiple codes by holding “Ctrl” button while selecting).

CLICK “Generate”.--*

1011 State Reports (Continued)

D Generating State Reports

--After DMF Approvers click “Generate ”, the “Microsoft Office Excel” dialog box will be displayed with 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”.



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)

***--Review of Payments to Individuals Identified as Deceased Report (RPT-I-00-CM-11-1) in FY 2014 and Subsequent Years**

DMF Review Report																										
Fiscal Year: 2014																										
State: Oklahoma																										
County: All																										
Quarters: 1, 2, 3, 4																										
Reason Codes: All																										
Report Date: January 14, 2014																										
Generated By: FSA Employee Name																										
*Sensitive Personnel Data is shown below. Use is Restricted. Please ensure that data is password protected and encrypted before forwarding via email.																										
Record ID	State Code	State	County Code	County	Last 4 of Tax ID	(SCIMS) Name	Death Master File Name	Date of Death	Payee Name	Last 4 of Payee Tax ID	Payee Tax ID Type	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.	Collected Amount	Explanation	State Comment	
115539	40	Oklahoma	149	Washita	9999	Any Producer	Any Producer	6/5/2013	Any Producer	9999	S	2775	NON-INSURED ASSISTANCE PROGRAM	12/27/2013	1	2014	\$3,776.00		1/6/2014	30				Eligible Payment earned by individual before death.		
115540	40	Oklahoma	149	Washita	9999	Any Producer	Any Producer	7/8/2013	Any Producer	9999	S	2775	NON-INSURED ASSISTANCE PROGRAM	11/4/2013	1	2014	\$306.00		1/9/2014	30						
115541	40	Oklahoma	149	Washita	9999	Any Producer	Any Producer	9/4/2013	Any Producer	9999	S	6742	2011 DIRECT PAYMENTS	12/7/2013	1	2014	\$5,268.47	2/6/2014	1/6/2014	30					Producer earned payment prior to death, application made by heirs on behalf of deceased. Approved through determination of heirs through STO and DGC.	
115542	40	Oklahoma	149	Washita	9999	Any Producer	Any Producer	4/11/2013	Any Producer	9999	E	6742	2012 DIRECT PAYMENTS	11/16/2013	1	2014	\$3,193.00		1/9/2014	22						
115543	40	Oklahoma	149	Washita	9999	Any Producer	Any Producer	6/16/2013	Any Producer	9999	E	3324	CRP COMMON INCENTIVE	10/4/2013	1	2014	\$30,622.00	2/6/2014	1/6/2014	30					Family has presented proof of signature authority. Mr. Producer had a revocable trust with his spouse. The spouse signed the application.	

- “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” entries include, but are **not** limited to, handbook procedure that was reviewed, legal documents authenticating producer’s TIN, other records that may have been reviewed, and date receivable established.

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

- “State Comment” entries are optional fields, for use as needed by DMF Approvers.--*

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*.

