

For: State and County Offices

Fiduciary File Edit

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

KC-ITSDO has identified customers on the name and address database with potentially incorrect fiduciary flags. Customer's identified have at least 1 flag set to a "Y" in either the "Missing, Deceased, Minor, or Incompetent Person" field in their name and address record with no entry for the customer in the automated fiduciary system.

It is assumed that the flags were entered directly into the name and address files before the installation of the automated fiduciary system software. After automated fiduciary system software was installed, missing, deceased, minor, or incompetent person flags must be set through the automated fiduciary system.

B

Purpose

This notice provides State and County Offices with information on:

- an edit that will be included in County Software Release No. 483 that will identify customers that have flags set in their name and address record without supporting automated fiduciary system entries
- criteria used to identify and select customers that have flags set in their name and address record without supporting automated fiduciary system entries
- procedure to enter customers identified on the report that need flags reset.

Disposal Date	Distribution
December 1, 2002	State Offices; State Offices relay to County Offices

2 Fiduciary File Edit

A

Edit Criteria

An edit of the fiduciary records to identify customers that may have potentially incorrectly set flags will be included in County SoftwareRelease No. 483. The edit will identify customers in the county's AS/400, name and address files that have a "Y" flag in at least 1 of the following records without a supporting entry in the automated fiduciary system:

- Minor Person
- Incompetent Person
- Deceased Person
- Missing Person.

Example: Customer Sam Speed Jr. is currently flagged in the AS/400 name and address file, Screen MACI2501 with a "Y" flag in the Minor Person field. The customer is no longer a minor and the county wishes to set the flag to an "N". A check of the Fiduciary File shows no entries in the Fiduciary File for the customer. The flag was probably set directly in the name and address records before installing the automated fiduciary system software.

B

Identifying Customer Records

If a customer is identified as having a "Y" flag set in 1 of the applicable fields, but no record in the fiduciary file to support the entry, the edit will reset the "Y" flag to an "N".

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2 Fiduciary File Edit (Continued)

C Report

In the final job process, County Software Release No. 483 will print a report notifying the county of all customers identified by the edit criteria. The report will identify which of the customer's fields had a "Y" flag the edit reset to an "N". The following is an example of the report.

```
.....1.....2.....3.....4.....5.....6.....7.....8.....9.....100.....1.....2.....3..
XXX--COUNTY NAME--XXX
Report ID: MABXXX-R001
U.S. Department of Agriculture
Farm Service Agency
Name and Address Fiduciary File Edit
Report of Flags Reset to an "N"
Prepared: MM-DD-YY
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ID Number	Formatted Name	Deceased	Incompetent	Minor	Missing
135985252	James Ray Smith	X			
462953200	Sam Speed Jr			X	
550023505	Susie Walker		X		

END - OF - REPORT

3 County Office Action

A Records That Need To Be Flagged

County Offices shall determine whether customers identified on the report need to be flagged as either Minor, Missing, Incompetent, or Deceased. If it is determined that the customer's record needs to be flagged, the County Office shall follow 1-CM, Section 6 to re-enter the record through the AS/400 automated fiduciary system.

B Records That Do Not Need To Be Flagged

If the County Office determines that the customer's record should not have been flagged as either Minor, Missing, Incompetent, or Deceased, no action is required since the edit reset the flag to an "N".
