UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice CM-666

For: State and County Offices

Providing PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

County Offices will be provided PS-3553 every 3 months to use with bulk mailings to receive the maximum discounts. The CASS certification process compares customers' addresses entered by the County Office in SCIMS or AS/400, "Other Name and Address" file, to the USPS database. Addresses that match are assigned ZIP+4 and bar codes.

The FSA customer name and address ZIP+4 code process is re-validated every 3 months to ensure that County Offices continue to receive the ZIP+4 automation rate for bulk mailings.

PS-3553 is:

- a KC-Application Development Center (ADC) computer-generated form that is automatically produced when address records are processed using CASS-certified software
- valid for 3 months from the date the name and address list is matched against the USPS database and coded.

B Purpose

This notice:

- provides County Offices with a current CASS certificate to use with bulk mailings effective upon receipt of this notice
- obsoletes Notice CM-665.

Disposal Date	Distribution
August 1, 2010	State Offices; State Offices relay to County Offices

2 Using CASS/Move Update Certification

A National Certification

USPS regulations permit the KC-ADC name and address file to be treated as 1 mailing. 1-CM, paragraphs 295 and 296 provide County Offices with the procedure to process the KC-ADC, ZIP+4 validation file. PS-3553 shall be submitted with each bulk mailing to the USPS to receive the automated discount rate. See 5-AS for mailing requirements and rates.

Notes: County Office personnel experiencing difficulty obtaining local USPS approval of PS-3553 should:

- refer local postal representative to Domestic Mail Manual A950.5.2 and A950.5.4
- have local postal representative call the USPS CASS Certification Department at 800-642-2914
- forward additional problems to Sandy Bryant, FSA, PECD, Common Provisions Branch.

In addition to the CASS certification, we are also now required to run a separate certification process which compares customers' addresses entered by the County Office in SCIMS to the USPS database for accuracy. This process is currently being run through our Management Services Division by a private contractor. The contractor for the 3 month period which runs concurrently with this CASS certificate uses the "NCOA link" move update method. This information will need to be provided by checking the "NCOA link" box on the applicable USPS Postage Statement form (i.e. PS Form 3602-EZ) used for the bulk mailing as follows.

Move Update Method:
☐ Ancillary Service Endorsement ☐ *FASTforward* ☐ NCOA Link ☐ ACS ☐ Alternative Method ☐ Multiple

B Obtaining Automation Rate

See Exhibit 1 for a current valid copy of PS-3553. To obtain the ZIP+4 automation rate, PS-3553 shall be:

- reproduced locally by County Offices
- submitted with each mailing to USPS.

Example of PS-3553, USPS CASS Summary Report

This is an example of the new CASS certificate to be inserted after ZIP+4 process is run.

USPS CODING ACCURACY SUPPORT SYSTEM (CASS) SUMMARY REPORT

A. SOFTWARE

1. CASS CERTIFIED COMPANY NAME	2. CASS CERT. SOFTWARE NAME/VERSION	3. CONFIG
PITNEY BOWES SOFTWARE INC.	CODE-1 PLUS FOR IBM MAINFRAME 3.04.00.M	MMM
4. Z4CHANGE CERTIFIED CO. NAME	5. Z4CHANGE SOFTWARE NAME/VERSION	6. CONFIG
7. DIRECTDPV CERTIFIED CO NAME	8. DIRECTDPV CERT SFTW NAME/VERSION	9. CONFIG
10. ELOT CERTIFIED COMPANY NAME	11. ELOT CERT. SOFTWARE NAME/VERSION	12. CNFIG
PITNEY BOWES SOFTWARE INC.	CODE-1 PLUS 3.04.00.M	MMM

B. LIST

1. LIST PROCESSOR'S NAME	2. DATE LIST PROCESSED		3. DATE OF DATABASE USED	
	A. MASTER	03/20/2010	A. ZIP+4	FEBRUARY 2010
	B. Z4CHANGE		B. Z4CHANGE	
	C. DIRECTDPV		C. DIRECTDPV	
	D. ELOT	03/20/2010	D. ELOT	FEBRUARY 2010

4. LIST NAME OR ID NO.	5. NUMBER OF LISTS	6. TOTAL RECORDS SUBMITTED
		10865565

C. OUTPUT

OUTPUT RATING	1. TOTAL CODED	2. VALID (FROM-TO)		1. TOTAL CODED	2. VALID (FROM-TO)
A. ZIP+4/DPV CONFIRMED	9985926	03/20/2010-09/16/2010	D. 5-DIGIT CODED	10311562	03/20/2010-03/20/2011
B. Z4CHANGE/ PROCESSED	0	N/A	E. CR-RT CODED	10310231	03/20/2010-06/18/2010
C. DIRECTDPV	0	N/A	F. ELOT ASSIGNED	9985825	03/20/2010-06/18/2010

D. MAILER

1. MAILER'S SIGNATURE: Sandy Bryant

2. DATE SIGNED: 3-23-2010

3. NAME & ADDRESS OF MAILER
SANDY BRYANT, CHIEF
COMMON PROVISIONS BRANCH
STOP 0517
1400 INDEPENDENCE AVENUE, SW
WASHINGTON DC, 20250-0517

I CERTIFY THAT THE MAILING SUBMITTED WITH THIS FORM HAS BEEN CODED (AS INDICATED ABOVE) USING CASS-CERTIFIED SOFTWARE MEETING ALL OF THE REQUIREMENTS LISTED IN THE DMM SECTION 708.

E. QUALITATIVE STATISTICAL SUMMARY (QSS)

FOR INFORMATIONAL PURPOSES ONLY: QSS IS SOLELY MADE AVAILABLE FOR THE LIST PROCESSOR'S REVIEW AND ANALYSIS. THIS INFORMATION IS NOT TO BE CONSIDERED BY THE POSTAL SERVICE PERSONNEL IN DETERMINING RATE ELIGIBILITY UNDER ANY CIRCUMSTANCES. SEE FOLLOWING PAGE(S) FOR A DETAILED EXPLANATION.

HIGH RISE DEFAULT	HIGH RISE EXACT	RURAL RTE DEFAULT	RURAL RTE EXACT	LACSLINK	EWS	SUITELINK
147002	222471	2349	163955	11248	0	0

PRIVACY NOTICE: FOR INFORMATION REGARDING OUR PRIVACY POLICY, VISIT USPS.COM.

PS FORM 3553, SEPTEMBER 2008 (PAGE 1 OF 2) AT WWW.USPS.COM/FORMS/ALLFORMS.HTM

Example of PS-3553, USPS CASS Summary Report (Continued)

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INSTRUCTIONS

A. SOFTWARE
 1,4,7.  COMPANY NAMES: ENTER THE NAME FOR EACH KIND OF SOFTWARE, AS IT APPEARS
                        ON THE CASS/MASS CERTIFICATE.
 2,5,8.  SOFTWARE NAME & VERSION: ENTER NAME AND VERSION USED FOR EACH KIND OF
                                  SOFTWARE, AS IT APPEARS ON THE CASS/MASS
                                  CERTIFICATE.
 3,6,9.  CONFIGURATION: ENTER THE SPECIFIC SOFTWARE CONFIGURATION PARAMETER
                        SETTINGS AS IT APPEARS ON THE CASS/MASS CERTIFICATE.
 NOTE: IF INFORMATION ENTERED IN THIS SECTION REPRESENTS THE LIST PROCESSING OF
       MORE THAN ONE CERTIFIED COMPANY, ATTACH A LIST OF COMPANY NAMES,
       SOFTWARE NAMES AND VERSIONS, AS WELL AS THE CONFIGURATION TO CODE THE
       ADDRESS INFORMATION USED IN THE MAILING.

B. LIST
 1. LIST PROCESSOR'S NAME: ENTER THE NAME OF THE COMPANY THAT CODED THE ADDRESS
                           LIST(S) AND/OR PERFORMED ZIP+4 MATCHING, USING CASS
                           CERTIFIED SOFTWARE.  ATTACH A LIST IF ADDITIONAL
                           SPACE IS REQUIRED.
 2. DATE LIST PROCESSED: ENTER THE PROCESSING DATE FOR EACH LIST.  IF MULTIPLE
                         LISTS, ENTER THE OLDEST DATE FROM THE LISTS.
 3. DATE OF DATABASE PRODUCT USED: ENTER THE VERSION DATE OF EACH DATABASE
                                   PACKAGE USED FOR PROCESSING.  IF MULTIPLE
                                   LISTS, ENTER THE OLDEST VERSION DATE FROM
                                   THE LISTS.
 4. LIST NAME OR ID NO: PRINT THE NAME OR IDENTIFICATION NUMBER OF THE ADDRESS
                        LIST.  IF MORE THAN ONE LIST IS USED, LEAVE BLANK.  IF
                        THE IDENTIFICATION NUMBER IS USED, THE NUMBER MUST BE
                        PRECEDED BY 'ID#'.
 5. NUMBER OF LISTS: ENTER THE NUMBER OF LISTS USED TO PRODUCE THE MAILING.
 6. TOTAL RECORDS SUBMITTED FOR PROCESSING: ENTER THE TOTAL NUMBER OF ADDRESS
                                            RECORDS (FROM ALL LISTS IN ITEM
                                            B5) SUBMITTED AT THE TIME THE
                                            LIST(S) WAS CODED.
C. OUTPUT
 1. TOTAL CODED: ENTER THE TOTAL NUMBER CODED.
 2. VALIDATION PERIOD: ENTER THE EFFECTIVE DATES AS SHOWN BELOW.

      ZIP+4 CODED/DPV CONFIRMED
         FROM DATE - 30 DAYS BEFORE (THE 15TH OF EACH MONTH OR BIMONTHLY) OR
                     NO LATER THAN 105 DAYS AFTER THE FILE DATE.
         TO DATE   - 180 DAYS AFTER FROM THE ZIP+4 'FROM' DATE.
      DIRECTDPV
         FROM DATE - 30 DAYS BEFORE (THE 15TH OF EACH MONTH OR BIMONTHLY) OR
                     NO LATER THAN 105 DAYS AFTER THE ZIP+4 PRODUCT FILE DATE.
         TO DATE   - 180 DAYS AFTER THE DIRECTDPV/ZIP+4 VALID 'FROM' DATE.
      FIVE-DIGIT CODED
         FROM DATE - 30 DAYS BEFORE (THE 15TH OF EACH MONTH OR BIMONTHLY) OR
                     NO LATER THAN 105 DAYS AFTER THE ZIP+4, FIVE-DIGIT ZIP,
                     OR THE CARRIER ROUTE PRODUCT DATE.
         TO DATE   - 365 DAYS AFTER FROM THE FIVE-DIGIT VALID 'FROM' DATE.
      TOTAL CARRIER ROUTE CODED
         FROM DATE - 30 DAYS BEFORE OR UP TO 105 DAYS AFTER THE ZIP+4,
                     FIVE-DIGIT ZIP, OR THE CARRIER ROUTE PRODUCT DATE (THE
                     15TH OF EACH MONTH OR BIMONTHLY) OR UP TO 105 DAYS AFTER
                     THE FILE DATE.
         TO DATE   - 90 DAYS AFTER THE CARRIER ROUTE VALID 'FROM' DATE.
      ELOT SEQUENCED NO. ASSIGNED
         FROM DATE - 30 DAYS BEFORE OR UP TO 105 DAYS AFTER THE ELOT FILE
                     PRODUCT DATE (THE 15TH OF EACH MONTH OR BIMONTHLY).
         TO DATE   - 90 DAYS AFTER THE ELOT VALID 'FROM' DATE.

D. MAILER
1. SIGNATURE: SIGNATURE OF INDIVIDUAL WHO PROCESSED THE LIST, OR THE MAILER'S
              REPRESENTATIVE.
2. DATE SIGNED: ENTER THE DATE THIS FORM IS SIGNED.
3. NAME & ADDRESS OF MAILER: ENTER THE NAME AND ADDRESS OF THE INDIVIDUAL WHOSE
                             SIGNATURE APPEARS IN ITEM D1.
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