

For: State and County Offices

Payments to Producers Identified as Deceased Report for FY 2013 Quarter 4

Approved by: Deputy Administrator, Farm Programs



1 Reviewing Payments to Producers Identified as Deceased Report

A Background

The Payments to Producers Identified as Deceased Report has been made available for FY 2013 Quarter 4. Review of the quarterly report shall be completed and corrective actions shall be documented according to instructions in 1-CM, Part 34.

The information in this report will be analyzed to determine whether:

- corrective actions have been completed according to established procedures
- improper payments were issued to deceased individuals
- additional instructions and actions are required.

Note: Ensure that the Business Partner record has been updated according to the Business Partner Work Instruction entitled “Perform Death Master File Verification with Worklist”. The Work Instruction can be found on the MIDAS Portal in Bulletin Board > MIDAS Training Documents > Business Partner > Work Instructions. A shortcut to that document is available at https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Mstr_File_Verif_WrklistV2.pdf.

B Purpose

This notice:

- instructs State and County Offices to complete both the State and county reviews:
 - for the quarterly report made available for FY 2013 Quarter 4 payments
 - by **COB December 6, 2013**
- obsoletes Notice CM-734 to update the note in subparagraph A.

Note: County Office reviews **must** be completed **before** the State Office can conduct their review; therefore, the County Office completion date will be determined by the State Office, so both reviews are complete by the **December 6, 2013**, deadline.

Disposal Date	Distribution
January 1, 2014	State Offices; State Offices relay to County Offices