

For: State and County Offices

Payments to Producers Identified as Deceased Report for FY 2014 Quarter 1

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 2014 Quarter 1. Review of the quarterly report shall be completed and corrective actions shall be documented according to instructions in 1-CM, Part 34.

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 2014 Quarter 1 payments
- by **COB Wednesday, March 12, 2014.**

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 **Wednesday, March 12, 2014,** deadline.

C Action

County Offices shall review the Payments to Producers Identified as Deceased Report to determine if:

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

State and County Office review of the quarterly report shall be completed and corrective actions shall be documented according to instructions in 1-CM, Part 34.

Note: Ensure that the Business Partner record has been updated according to the Business Partner Work Instruction (WI) titled, "Perform Death Master File Verification with Worklist". WI can be found on the MIDAS Portal in Bulletin Board> MIDAS Training Documents > Business Partner > Work Instructions, available at https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Mstr_File_Verif_WrklistV2.pdf.

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