

For: State and County Offices

**Payments to Producers Identified as Deceased Report for FY 2014 Quarter 4**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Reviewing Payments to Producers Identified as Deceased Report**

**A Background**

The Payments to Producers Identified as Deceased Report is available for FY 2014 Quarter 4.

**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 4 payments
- by **COB Friday, November 14, 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 completed by the **Friday, November 14, 2014,** deadline.

**C Action**

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

- 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 documented according to 1-CM, Part 34.

**Important:** Analysis of previous quarter reports indicate that several reason codes are being used improperly. Please review 1-CM paragraph 1005 and ensure that reason codes are accurately recorded.

**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\\_WrklstV2.pdf](https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Mstr_File_Verif_WrklstV2.pdf).

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2015 10-28-14	State Offices; State Offices relay to County Offices