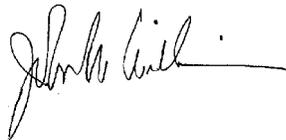


**For:** State and County Offices

**Report of CCC-184 Exception in KCFO Check Accounting System**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A  
Background**

The monthly KCFO report, "CCC-184 Correction Document for KCFO Check Accounting System Exceptions", was discontinued in November 2000 because of KCFO mainframe errors in the selection criteria for exceptions to be included on the report. Modifications have been made to the KCFO mainframe to correct the reporting discrepancies and include all accounting activity recorded in the KCFO mainframe associated with the CCC-184 serial number. Accounting activity includes the original issuance, reversals, cancellations, substitutions, and Kansas City Federal Reserve Bank payment of CCC-184.

This monthly report will resume production in July 2001 for County Office exceptions that are over 30 calendar days old. The State Office report of exceptions over 60 calendar days old will resume production in August 2001. The EDSO report of exceptions over 90 calendar days old will resume production in September 2001.

**B  
Purpose**

This notice provides:

- notification of the release of the CCC-184 exception report
- instructions for reviewing exception reports.

**C  
Contact**

If there are any questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Debbie Simmons, FMD, at 703-305-1309.

<p><b>Disposal Date</b></p> <p>April 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice FI-2489

### 2 Instructions for Reviewing and Correcting CCC-184 Exception Report

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#### A

##### Entering Date Received

County Offices shall:

- enter the date that the CCC-184 Exception Report is received in the County Office
  - research the exceptions noted, and send the completed report to the State Office within 5 working days after the date received.
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#### B

##### Researching the Payment History File

The Accounting Payment History File contains the information that was entered in the system at the County Office. Instructions for running an inquiry of the Accounting Payment History File are in 1-FI, Part 6. Subparagraph 275 C provides an explanation of the payment status line used to determine the current status of the payment that is on the exception listing.

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#### C

##### Making Corrections

County Offices shall:

- make any corrections that do not require assistance or an authorization number to correct
- when the correction is completed, run an inquiry in the Accounting Payment History File
- screen print the corrected screens
- attach the screen prints to the report.

CED's shall:

- sign the report certifying that the corrections are valid
  - send the certified report with attached screen prints to the State Office.
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Continued on the next page

**Notice FI-2489**

**2 Instructions for Reviewing and Correcting CCC-184 Exception Report (Continued)**

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**D**

**State Office  
Assistance**

If the County Office cannot determine the corrective action necessary, or a correction cannot be processed in the County Office within 5 working days, the County Office shall contact the State Office for assistance.

State Offices shall:

- advise the County Office of the proper method for processing the correction if the correction can be made in the County Office system
  - request an authorization number from the appropriate program area at the National Office if an authorization number is necessary to process the correction
  - contact KCFO for assistance if the correction cannot be processed in the system.
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**D**

**Requesting  
KCFO  
Assistance**

If the correction cannot be processed in the system, prepare a memorandum to KCFO providing an explanation of why the correction cannot be made. Send the memorandum and a copy of the exception report to:

USDA FSA KCFO FOD COAB  
MAIL STOP 8588  
6501 BEACON DR  
KANSAS CITY, MO 64133-4676.

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