

For: State and County Offices

Annual Review of Redlegation of Authority to Sign or Countersign CCC Payments

Approved by: Deputy Administrator, Management



1 Annual Review Information

A Background

CCC-392 is used to redelegate authority to sign and countersign payments so that the disbursing office can maintain a separation of duties in the payment process, as required by GAO and Treasury regulations for payment certification. Up-to-date CCC-392's is a vital aspect of internal control requirements to ensure that the separation of duties in the State and County Offices can be maintained.

1-FI, paragraph 19, requires that SED's and CED's review CCC-392's annually to determine whether redelegations of authority to sign or countersign payments should be continued or revoked. A COR review verifies that this annual review has been documented.

Note: The authority to certify or sign payments in the National Payment Service is equivalent to signing or countersigning System 36/AS400 payments.

B Purpose

This notice reminds State and County Offices of the requirement to review CCC-392's annually.

C Certify Annual Review of CCC-392's

State and County Offices shall ensure that all CCC-392's have been certified within the last calendar year. Complete CCC-392, Part B, if the redelegate of authority is no longer necessary. Complete CCC-392, Part C, to certify that the review has been completed.

D Contact

If there are any questions about this notice, contact Debbie Simmons, FMD by either of the following:

- e-mail at Debbie.Simmons@wdc.usda.gov
- telephone at 703-305-1309.

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| Disposal Date July 1, 2007 | Distribution State Offices; State Offices relay to County Offices |
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