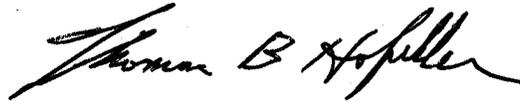


For: State and County Offices

**Signature Requirements for CCC-257**

Approved by: Associate Administrator for Operations and Management



**1 CCC-257 Signature Requirements**

**A Background**

A recent audit of FSA procedures, mandated by OMB Circular A-123, has determined that FSA failed to comply with the requirement that 2 separate individuals sign or initial CCC-257 for deposits. One CCC-257 out of 60 sampled in the audit did **not** have both the preparer's initials and CED's or a delegated employee's signature, even though the office staffing was adequate to comply with the requirements of 3-FI, subparagraph 3 C. This resulted in a failing grade.

**B Purpose**

This notice reminds State and County Offices that all deposits on CCC-257 must be prepared and initialed by 1 employee, and signed off on by a separate individual. The employee signing off should review CCC-257 before signature to ensure that it has been properly initialed by the preparer.

**C Contact**

State and County Offices with questions about this notice should contact Debbie Simmons by either of the following:

- e-mail at [debbie.simmons@wdc.usda.gov](mailto:debbie.simmons@wdc.usda.gov)
- telephone at 703-305-1309.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2009 7-14-08	State Offices; State Offices relay to County Offices <b>Page 1</b>