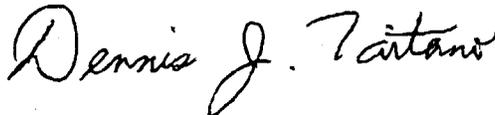


**For:** State and County Offices and MSD/KCASB

**Inventory and Disposing of CCC-184's**

**Approved by:** Acting Administrator



**1 Overview**

**A Background**

FMD centralized all Farm Program payments through the National Payment Service (NPS), including System 36 initiated payments, and eliminated the need for CCC-184 stock in all offices. Payments previously made by CCC-184 are now printed and mailed by the Department of Treasury.

CCC-184's are **no** longer available for:

- State and County Office use
- replenishment.

**B Purpose**

This notice:

- notifies the Kansas City Warehouse and State and County Offices of removal of CCC-184 stock
- notifies the Kansas City Warehouse and State and County Offices of discontinuance of CCC check envelopes
- provides instructions on preparing a final inventory and destroying CCC-184 stock by February 27, 2009.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2009	State Offices and MSD/KCASB; State Offices relay to County Offices

## Notice FI-2889

### 1 Overview (Continued)

#### C Contact

If there are questions about this notice:

- County Offices shall contact their State Office
- State Offices shall contact Jackie Pickens, FMD, at 703-305-1310
- Kansas City Warehouse shall contact Larry Harris, POSS, at 816-363-1103.

### 2 Disposing of CCC-184's

#### A Documenting State and County Office Physical Inventory

The Kansas City Warehouse and State and County Offices shall:

- take a physical inventory of all unissued CCC-184's before destroying the stock
- prepare an Inventory Report of Accountable Documents (FM-283R) on FSA-289, (Exhibit 1), no later than February 27, 2009
- determine the CCC-184 serial numbers to be reported according to the following table.

<b>IF the box of CCC-184's is...</b>	<b>THEN...</b>
not opened	<ul style="list-style-type: none"><li>• use the serial numbers shown on the outside of the box on FSA-289, item 10</li><li>• <b>do not</b> open the sealed, unopened boxes until ready to dispose of checks with witness present.</li></ul>
opened	<ul style="list-style-type: none"><li>• examine each CCC-184 to determine whether any are missing</li><li>• show missing CCC-184's as "missing" on FSA-289, item 10</li><li>• show CCC-184's that were shredded as "destroyed" on FSA-289, item 10</li><li>• counties with no CCC-184 inventory on hand should submit FSA-289 stating "No Inventory on File" in item 10.</li></ul>

#### B Check Envelopes

Because of discontinuance of CCC-184, envelope Style 407, CCC check with window, brown or white, will not be restocked.

**Notice FI-2889**

**2 Disposing of CCC-184's (Continued)**

**C Guidelines for Disposing of CCC-184's**

The Kansas City Warehouse and State and County Offices shall:

- destroy all CCC-184's by shredding
- place shredded CCC-184's in trash bags.

Two employees **must** be present when CCC-184's are shredded. One employee shall shred CCC-184's and the second employee **must** witness the shredding.

**D Submitting FSA-289**

The Kansas City Warehouse and State and County Offices shall submit FSA-289 as follows when shredding is complete.

<b>Office</b>	<b>Actions</b>
County Office	All counties should FAX FSA-289's containing missing and destroyed CCC-184's to their State Office.
Kansas City Warehouse and State Office	FAX consolidated FSA-289's to Kansas City Check Custodian, Connie Saulka, at <b>816-926-2852</b> .

**Completing FSA-289**

**A Instructions for Completing FSA-289 for Missing and Destroyed CCC-184's**

Complete FSA-289 according to the following.

Item	Instructions
1	Enter county name.
2	Enter State name.
3	Enter date report prepared.
4	Enter "CCC-184".
5 A and 5 B	Enter the same beginning and ending serial numbers and number of CCC-184's shown in item 12 A and B on last FSA-289.
5 C	Enter the <b>total</b> number of CCC-184's on hand by subtracting, <b>on each line in the range of serial numbers</b> , the beginning serial number <b>in the range of serial numbers</b> , which is from the "FROM" and "THROUGH" columns, from the ending serial number <b>in the range of serial numbers</b> , and adding 1.
6 A through 6 C	N/A
7 A through 7 C	N/A
8 A through 8 C	N/A
9 A through 9 C	N/A
10 A	Enter the serial numbers of CCC-184's that were missing or destroyed after December 31, 2008 and submitted on the quarterly report.  <b>Note:</b> Include the serial numbers of the shredded CCC-184's as destroyed.
10 B	Enter explanation as either "Missing" or "Destroyed" for each serial number.
10 C	Enter the total number of CCC-184's missing or destroyed.
11 A through 11 C	N/A
12 A through 12 B	N/A
12 C	Enter the total of CCC-184's by subtracting 5 C from 10 C.
13	The person that <b>disposes</b> of CCC-184's should sign in item 13. The person that <b>witnesses</b> the disposal of CCC-184's should sign in item 13 after the signature of the person disposing of CCC-184's.
14	Authorized official must sign and date FSA-289. The authorized official is either of the following:  <ul style="list-style-type: none"> <li>• CED in County Offices</li> <li>• SED or Administrative Officer in State Offices</li> <li>• Kansas City Printing and Operations Support Chief.</li> </ul>

Completing FSA-289 (Continued)

B Example of FSA-289

The following is an example of FSA-289.

<p><b>FSA-289</b> (10-27-97)</p>		<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>		<p><b>PREPARE A SEPARATE REPORT FOR EACH TYPE DOCUMENT</b></p> 	
<p align="center"><b>INVENTORY REPORT OF ACCOUNTABLE DOCUMENTS</b></p> <p align="center">Report Control No. FM-283R</p>					
1. COUNTY <p align="center">Lake</p>		2. STATE <p align="center">FL</p>	3. REPORT FOR PERIOD ENDED <p align="center">January 5, 2009</p>		4. FORM NUMBER <p align="center">CCC-184</p>
ITEM	STARTING AND ENDING SERIAL NUMBERS				C. QUANTITY
	A. FROM	B. THROUGH	A. FROM	B. THROUGH	
5 ON HAND AT START ➔	10000001	10005000			5,000
6 RECEIVED ➔	N/A				
7 ISSUED, CANCELLED, AND VOIDED ➔ <small>(List cancelled and voided serial numbers in Items 8 and 9.)</small>	N/A				
8 CANCELLED ➔	N/A				
9 VOIDED ➔	N/A				
10 LOST, STOLEN, DESTROYED, OR MISSING ➔	A. SERIAL NUMBERS		B. EXPLANATION		5,000
	100000001-10004999 10005000		Destroyed Missing		
11 RETURNED ➔	A. FROM	B. THROUGH	A. FROM	B. THROUGH	
	N/A				
12 ON HAND AT END ➔					Item 5 minus Item 10 should equal Item 12C.  0
13. SIGNATURE OF PREPARER				January 5, 2009	
14. SIGNATURE OF AUTHORIZED OFFICIAL				DATE January 5, 2009	