

For: State and County Offices

**Reports of Payments to Individuals Identified as Deceased**

Approved by: Deputy Administrator, Farm Programs



**1 Payments to Individuals Identified as Deceased**

**A Background**

The comparison of all program payment recipients and the Social Security Administration Death Master File is completed on a quarterly basis during the fiscal year. If the payment recipient is listed on the SSA death record, the process compares the date payment was issued to the date of death recorded for the individual. If the date of payment is after the date of death, the individual is identified on the comparison report.

The Payments to Individuals Identified as Deceased Reports were made available for FY 2008 and FY 2009 (RPT-I-01-CM-08; RPT-I-01-CM-09). Reviews of these reports were to be completed and corrective actions documented according to instructions in 1-PL (Rev. 1) Part 8, and Notices TB-1261 and TB-1262. Each State Office was to retain the completed reports.

**B Purpose**

This notice provides instructions for each State Office to provide a consolidated report:

- for FY 2008
- for FY 2009
- in the same file format as the original reports
- to PECD no later than May 21, 2010.

The information in these reports will be analyzed to determine if:

- corrective actions have been completed according to established procedures
- improper payments were issued to deceased individuals
- additional instructions and actions are required.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2010	State Offices; State Offices relay to County Offices

## Notice PL-210

### 2 State Office Actions

#### A Consolidated Reports

Each State Office must:

- consolidate the completed Payments to Individuals Identified as Deceased reports (RPT-I-01-CM-08-1) for FY 2008 for each County Office into 1 report for the State
- consolidate the completed Payments to Individuals Identified as Deceased reports (RPT-I-01-CM-09-1) for FY 2009 for each County Office into 1 report for the State
- use the same file format (Excel spreadsheet) as the original report.

**Note:** Do **not** change, alter, or revise the order of the basic data elements and columns on the spreadsheet.

#### B Send Consolidated Report to PECD

AK, CT, DE, HI, ME, MD, MA, NH, NV, NJ, RI, VT, and WV State Offices, Guam, Puerto Rico and the Virgin Islands shall submit the consolidated report according to the following:

- send encrypted files as an e-mail attachment to **james.baxa@wdc.usda.gov**
- provide the password for the file to James Baxa in a separate e-mail.

All other States shall submit the report according to the following:

- send encrypted files on a CD by FedEx to Jim Baxa at the following address:

USDA – Farm Service Agency  
PECD RM-4750-S  
1400 Independence Ave SW  
Washington, DC 20250-0517

- provide the password for the file to James Baxa by e-mail to **james.baxa@wdc.usda.gov**.

#### C Report Deadline

State Offices must submit the consolidated reports to be received by **COB May 21, 2010**.