

For: State and County Offices

Report of Payments to Individuals Identified as Deceased for FY 2010

Approved by: Deputy Administrator, Farm Programs



1 Payments to Individuals Identified as Deceased for FY 2010

A Background

The Payments to Individuals Identified as Deceased Reports were made available for FY 2010 (RPT-I-00-CM-10-1, RPT-I-00-CM-10-2, and RPT-I-00-CM-10-3) on April 12 and August 16, 2010. Reviews of these quarterly reports were to be completed and corrective actions documented according to instructions in 1-PL (Rev. 1), Part 8. Each State Office should have retained the completed reports.

B Purpose

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

- for the 3 quarterly reports made available for FY 2010 payments
- in the same file format as the original reports
- to PECD no later than **COB February 28, 2011**.

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.

Disposal Date	Distribution
May 1, 2011	State Offices; State Offices relay to County Offices

Notice PL-218

2 State Office Actions

A Consolidated Reports

Each State Office must:

- consolidate the completed Payments to Individuals Identified as Deceased Reports (RPT-I-00-CM-10-1, RPT-I-00-CM-10-2, and RPT-I-00-CM-10-3) for FY 2010 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 2010 Report to PECDD

AK, CT, DE, HI, ME, MD, MA, NH, NV, NJ, RI, VT, and WV State Offices, Guam, Puerto Rico and the Virgin Islands are to submit the consolidated 2010 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 are to submit the consolidated 2010 report according to the following:

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

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

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

C Report Deadline

The State Offices must submit the consolidated reports to be received at PECDD by **COB February 28, 2011**.