

**For:** State and County Offices

**Final Report of Payments to Individuals Identified as Deceased for FY 2010**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Payments to Individuals Identified as Deceased for FY 2010**

**A Background**

The Payments to Individuals Identified as Deceased Reports have been made available for all of FY 2010 (RPT-I-00-CM-10-1, RPT-I-00-CM-10-2, RPT-I-00-CM-10-3, and RPT-I-00-CM-10-4). Reviews of these reports are to be completed and corrective actions documented according to instructions in 1-PL (Rev. 1), Part 8. Each State Office should retain the completed reports.

**B Purpose**

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

- for FY 2010 payments
- in the same file format as the FY 2010 report
- to PECD no later than **COB July 15, 2011**.

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

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

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2011	State Offices; State Offices relay to County Offices

## Notice PL-220

### 2 County Office Actions

#### A Additional Items on the FY 2010 Payments to Individuals Identified as Deceased Report

Two additional columns have been added to RPT-I-00-CM-10-4 to include:

- date receivable established (*enter date as mm-dd-yy*)
- amount of receivable (*enter dollar value as \$xx,xxx.xx*).

#### B Information To Be Recorded

Entries should be made in these columns **only if both of the following apply**:

- the payment was determined improper
- recovery of the payment has been initiated.

**Note: Do not make entries in these columns unless both conditions apply.**

### 3 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, RPT-I-00-CM-10-3, and RPT-I-00-CM-10-4) for FY 2010 for each County Office into 1 final report for the State
- use the same file format (Excel spreadsheet) as the final report (RPT-I-00-10-4) to include the additional items outlined in subparagraph 2 A.

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

#### B Send Final 2010 Report to PECED

States are to submit the final 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.

#### C Report Deadline

The State Offices must submit the final FY 2010 reports to be received at PECED by **COB July 15, 2011**.