USDA-RD
Form RD 3560-64
(02-05) **MFH PAYMENT CERTIFICATION AND DISCREPANCY MONITORING LOG**

Employee Name (1)				Location (2)	
Identification (3)			Initial Certification Date (4)	Page_____ of _____ (5)	
TRAINING DATE: (6)					
TRAINER NAME: (7)					

DATE	MONITORING					ACTION TAKEN	COMMENTS	REVIEWER'S INITIALS
	SOURCE	RESULT	VIOLATION					
			DATE	TYPE	OCCURRENCE			
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

PROCEDURE FOR PREPARATION : 7 CFR part 3560 and HB-3-3560.

PREPARED BY : State Office AMAS Coordinator.

NUMBER OF COPIES : One copy for each employee certified to enter payments on-line in AMAS.

SIGNATURES REQUIRED : None.

DISTRIBUTION COPIES : Original retained in the State Office.

INSTRUCTIONS FOR PREPARATION

Form RD 3560-64
"MFH PAYMENT CERTIFICATION AND DISCREPANCY MONITORING LOG"
(State Office)

(1) Enter the name of the employee being monitored. A separate form should be prepared for each employee when it is determined that a certification will be issued and Handbook Letter 3## is issued.

(2) Enter Area Office Number and Location. For a State Office employee, enter State Office, State Name and Location.

(3) Enter the Identification Number assigned by the Security Officer.

(4) Enter the date the State Director signs Handbook Letter 3##.

(5) When multiple pages are needed, enter the page number and the total number of pages associated with this Identification Number.

(6) Enter the initial training date associated with the initial certification. When following-up training is performed, enter the date(s) of the following-up training. Annotate the type of training.

I - Initial training for certification
R- Routine following-up training
C- Corrective training in response to specific non-performance identified during monitoring

(7) Enter the first initial and last name of the trainer and initials of the trainer's position.

(8) Enter the date of the monitoring transaction, such as:

-Date Pending was accessed
-Date Inquiry or History screens were accessed
-Date of incorrect payment processing due to employee error
-Date of FOCUS AM17 - PROJECT TRACKING INQUIRY REPORT

(9) Enter the source of the monitoring transaction, such as report code, inquiry screen number, Pending, etc.

(10) Annotate that there was "No exception" or, if there was an exception, annotate the specific cause such as " Out-of-Balance 3 days" etc., until five days is reached and an exception is recorded, "Funds held more than 3 days", etc.

(11) Enter the specific date of the out-of-balance block, call date for payments held more than 3 days, etc.

(12) Enter this type of violation as follows:

IPP-Incorrect Payment Processing
EXR- Exception Report Violation

(13) Enter whether this is the first, second, third or fourth occurrence of any type of transaction within a twelve month interval which could lead to withdrawal of certification.

(14) Enter the type of action taken, such as, letter to State Director, follow-up training, etc.

(15) Enter any appropriate comments, follow-up activity, etc. regarding this monitoring transaction.

(16) Enter the initials of the person performing the monitoring transaction.