The “Do Not Pay” Solution

JFMIP
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# Improper Payment Initiative

## Executive Order - Reducing Improper Payments and Eliminating Waste in Federal Programs

**November 2009**

The purpose of this order was to reduce improper payments by intensifying efforts to eliminate payment error, waste, fraud, and abuse in the major programs administered by the Federal Government, while continuing to ensure that Federal programs serve and provide access to their intended beneficiaries.

## Presidential Memorandum-Enhancing Payment Accuracy Through a “Do Not Pay List”

**June 2010**

Directed agencies to review current pre-payment and pre-award procedures and ensure that a thorough review of available databases with relevant information on eligibility occurs before the release of any Federal funds, to the extent permitted by law.

At a minimum, agencies shall, before payment and award, check the following existing databases to verify eligibility:

- Death Master File
- Excluded Parties List System
- Debt Check Database
- Credit Alert System or Credit Alert Interactive Voice Response System,
- List of Excluded Individuals/Entities

## Development of the Do Not Pay Business Center

**April 2011**

The Treasury’s Bureau of the Public Debt partnered with the St. Louis and Kansas City Federal Reserve Banks as Treasury’s Fiscal Agent, to develop the **Do Not Pay Business Center** as part of the “Do Not Pay” solution.

## Memorandum For Heads of Executive Departments and Agencies – Reducing Improper Payments Through the “Do Not Pay List” (M-12-11)

**April 2012**

Directed Executive Agencies to take immediate steps to use the centralized solutions that are already in place for pre-payment eligibility review. The memorandum requires each Executive Agency (or the accountable official for improper payments and program integrity, under Executive Order 13520) to submit to OMB a plan for using centralized solutions.
M-12-11 Overview

Main Steps:

- Review the Do Not Pay solution.
- Draft a plan for utilizing the Do Not Pay solution and provide for OMB review by June 30, 2012.
- OMB will review those plans and provide comments to agencies by July 31, 2012.
- Final plans should be submitted to OMB by August 31, 2012.
Do Not Pay Plans

Two Parts: Agreements and Utilization

Agreements:

- Centralized Solution: Provide process and timetable for reaching an agreement with Treasury BPD on the use of Do Not Pay.
- Explanation of Need: Outline the proposed uses for various business processes within your agency (acquisitions, grants, loans, etc.).
- Expected Data Sources.
Utilization:

- Incorporation into Existing Business Processes.
- Identify which tools you will use (portal, batch matching, continuous monitoring, data analytic services).
- Outline what changes you will need to make to your processes to ensure adoption.
- It is possible you will need to provide different utilization plans for different parts of the organization (grants, loans, acquisitions, etc.).
Benefits of Using Do Not Pay

- Helps agencies eliminate manual checking of databases maintained in multiple sites—searches all data sources at one time to improve efficiencies.

- Provides access to current, relevant data to help make a payment or eligibility decision.

- Allows an agency a simple, streamlined way to comply with the “Do Not Pay” initiative, which requires all agencies to review key databases pre-award and pre-payment.

- Detects and helps prevent erroneous payments.
Do Not Pay Business Center

Do Not Pay Portal

Provides users with a single entry point for multiple data sources online. The data sources are updated frequently and allow the user to see results immediately. Users have the option of performing searches by the use of three different methods: online single searches, batch matching, and continuous monitoring.

Data Analytics Services

Provides agencies with additional customized analysis to combat improper payments, including matching and analyzing the agency’s payment file against currently available data sources and analyzing the payment file itself for irregularities such as same unique identifier (TIN, SSN, EIN, DUN) and different names.

Agency Support Center

Supports users for both services and all aspects of the process. Also, provides personalized training and portal demonstrations.
Portal

Access to the portal is being offered to agencies as a one stop shop for your data needs. Agencies can select the best searching methods to incorporate into their procedures.

**Single Online Search**
One single entry can be searched and matching records will be returned. Currently, users can search on TIN, SSN, DUNS, Business or Individual Name.

**Batch Matching**
Agency sends in large files before or after payments are made and Do Not Pay matches the files to available data sources and returns the results to the user via the online portal. Results are typically returned the next business day.

**Continuous Monitoring**
Agency sends in large files and Do Not Pay stores the file within the portal and provides the agencies with the matches via the online portal. Results are typically returned the next business day.

**Data Sources Currently Available:**
- Excluded Party List System (EPLS) with an Office of Foreign Asset Controls (OFAC) feed
- Death Master File (DMF)
- List of Excluded Individuals/Entities (LEIE)
- Debt Check
- The Work Number
- Central Contractor Registration (CCR)

Receive updated data source files on a regular basis.

New Data Sources are being added regularly.
What Can the Do Not Pay Business Center Do for Your Agency?

- Pre-Award
  - Verify Program Eligibility
  - Ensure Contract Eligibility

- Pre-Payment
  - Re-Verify or Monitor Program Eligibility
  - Research Matches

- Post-Payment
  - Trending & Analytics
  - Reporting
  - Corrective Action

Data Analytics Services staff analyze the data and trends and provide reports to support agency investigation and recovery efforts.
Select an authentication method and enter your credentials

Log In using your FMS:

PKI Certificate

To log in using your PKI Certificate, please click the Log In link.

PKI Log In

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. Computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.
Want to start a new search?

Enter one of the following criteria:

- Social Security Number (SSN) or Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)
- SSN/EIN/TIN and Last Name
- SSN/EIN/TIN and Last Name and First Name
- Last Name and First Name
- Business Name
- SSN/EIN/TIN and Business Name
- Business Name and DUNS and Plus 4
- Business Name and DUNS
- DUNS
- DUNS and Plus 4

To get the best results, here are some other tips:

1. Be specific when searching for a name. Enter a name exactly as it will appear in the search results.
2. The more criteria you enter, the more limited your results will be.
   The search results will only contain records that match every criteria you have entered.
3. If you are looking for a larger sample, try entering fewer search criteria.
### File Selection for Batch Matching

<table>
<thead>
<tr>
<th>File Name</th>
<th>Total # of Records</th>
<th>Received Date/Time</th>
<th>From Date</th>
<th>Through Date</th>
<th>Match Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor 1 Payment File ACH</td>
<td>750</td>
<td>2011/08/15 00:00</td>
<td>2011/07/01</td>
<td>2011/07/31</td>
<td>2011/08/16 15:37</td>
</tr>
<tr>
<td>Vendor 2 Payment File CHK</td>
<td>2,135,476</td>
<td>2011/10/22 00:00</td>
<td>2011/09/01</td>
<td>2011/09/30</td>
<td>2011/10/23 15:35</td>
</tr>
<tr>
<td>Vendor 3 Payment File</td>
<td>117,358</td>
<td>2012/01/15 00:00</td>
<td>2011/12/01</td>
<td>2011/12/31</td>
<td>2012/01/16 15:30</td>
</tr>
</tbody>
</table>

Access Group: Access to All Groups

Submit
### Filter Matching Results for Batch Matching

202 Matches Found

<table>
<thead>
<tr>
<th>Data Source</th>
<th># of Conclusive</th>
<th># of Probable</th>
<th># of Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Contractor Registration (Not on List) as of 03/05/12</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Excluded Parties List - Private as of 03/05/12</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Excluded Parties List - Public as of 03/15/12</td>
<td>0</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>List of Excluded Individuals and Entities as of 02/10/12</td>
<td>8</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>SSA Death Master File as of 03/05/12</td>
<td>1</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>TOP Debt Check as of 03/03/12</td>
<td>3</td>
<td>3</td>
<td>89</td>
</tr>
</tbody>
</table>

- **Total Payment Amount to Payee**
  - **>=** $50.00
  - **<=**

- **Select All**
- **Clear Selection**
- **Submit**
# Matching Results Summary

## MATCHING RESULTS SUMMARY - Batch Matching

### 7 Payee Matches Found

<table>
<thead>
<tr>
<th>Payee TIN</th>
<th>Payee ID Type</th>
<th>Payee Name</th>
<th>Payee DUNS</th>
<th>Match Source</th>
<th>Match Level</th>
<th>Match Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>546875123</td>
<td>TIN</td>
<td>ALBERT BROWN</td>
<td></td>
<td>SSA Death Master File</td>
<td>Conclusive</td>
<td>TIN + LAST NAME</td>
</tr>
<tr>
<td>985348217</td>
<td>TIN</td>
<td>BROWN CORPORATION</td>
<td>810752974</td>
<td>Central Contractor Registration (Not on List)</td>
<td>Conclusive</td>
<td>DUNS</td>
</tr>
<tr>
<td>214875123</td>
<td>TIN</td>
<td>CHARLES SMITH</td>
<td></td>
<td>Excluded Parties List - Private</td>
<td>Conclusive</td>
<td>TIN + LAST NAME</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOP Debt Check</td>
<td>Probable</td>
<td>TIN</td>
</tr>
<tr>
<td>362407321</td>
<td>TIN</td>
<td>UNITED PARCEL SERVICE</td>
<td>804581234</td>
<td>Excluded Parties List - Private</td>
<td>Conclusive</td>
<td>DUNS</td>
</tr>
<tr>
<td>145041268</td>
<td>TIN</td>
<td>AARON HAMILTON PLUMBING</td>
<td></td>
<td>Excluded Parties List - Private</td>
<td>Probable</td>
<td>TIN</td>
</tr>
<tr>
<td>321457612</td>
<td>TIN</td>
<td>DREW JONES</td>
<td></td>
<td>TOP Debt Check</td>
<td>Probable</td>
<td>TIN</td>
</tr>
<tr>
<td>854624862</td>
<td>TIN</td>
<td>ST LUKES HOSPITAL SERVICE</td>
<td></td>
<td>TOP Debt Check</td>
<td>Probable</td>
<td>TIN</td>
</tr>
</tbody>
</table>

Continue to Details
### Detailed Results

#### Search Results

<table>
<thead>
<tr>
<th>TIN</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Country</th>
<th>Exclusion Code</th>
<th>Exclusion Description</th>
<th>CT Code</th>
<th>Classification</th>
<th>EPLS Create Date</th>
<th>EPLS Action Date</th>
<th>EPLS Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>965348217</td>
<td>BROWN CORPORATION</td>
<td>123 Main Street New York, NY</td>
<td>NY</td>
<td>10024</td>
<td>USA</td>
<td>62167</td>
<td>95356</td>
<td>RECIPROCAL</td>
<td>R</td>
<td>INDIVIDUAL</td>
<td>13/05/2002</td>
<td>5/09/2002</td>
<td>4/18/2002</td>
</tr>
</tbody>
</table>

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**Online Search** | **Batch Matching** | **Continuous Monitoring** | **Helpful Information** | **Access to The Work Number**

*[Image of website interface with search results]*
**Data Analytics Services**

Data Analytics Services are being offered to agencies to help reduce fraud, errors and payments being made to ineligible recipients.

**Files to be used for agency analysis**

- Agency provided payment file
- Agency provided payee list
- FMS Payment Data
- Recovery.gov
- USASpending.gov
- IPP Vendor Data
- ASAP Grantee Data

**Data Sources**

- Excluded Party List System (EPLS) with an Office of Foreign Asset Controls (OFAC) feed
- Death Master File (DMF)
- List of Excluded Individuals/Entities (LEIE)
- Debt Check
- Central Contractor Registration (CCR)
- Affirmative Proceeding Data
- Dun & Bradstreet
- Recovery.gov
- Google Maps/Search
- Zip Code
- Prison Address Source

**General Statistics**

- Number of payments, number of payees, total awarded, highest/lowest/average payment, standard deviation
- Payments or payees lacking a unique identifier
- Payments or payees outside of the United States
- Payment distribution analysis
- Payments sent to P.O. Boxes

**Fraud Detection**

- Duplicate payments
- Conflicting information
- Link analysis

**Agency Specific Analysis**

- Trend analysis
- Research irregularities
- Special Requests
**Business Process Integration**

**Pre-Award**
- Verify Program Eligibility
- Ensure Contract Eligibility

**Pre-Payment**
- Re-Verify or Monitor Program Eligibility for Payments
- Research Matches

**Post-Payment**
- Trending & Analytics
- Reporting
- Corrective Action

User submits data for entities under consideration & receives matching results. Online, batch submission, and continuous monitoring are supported within the Portal.

User submits data for entities receiving payments or being monitored and receives matching results. Online, batch submission, and continuous monitoring are supported within the Portal.

Data Analytics Services staff analyze the data and trends and provide reports to support agency investigation and recovery efforts.
Onboarding

Online Single Search
- Agreement to Participate
- Legal Agreement
- Security Credentialing/User Forms
- Portal Access

Batch Matching & Continuous Monitoring
- Agreement to Participate
- Legal Agreement
- Secure File Transfer Set Up
- Security Credentialing/User Forms
- Portal Access

Data Analytics Services
- Agreement to Participate
- Legal Agreement
- Secure File Transfer Set Up
- Complete Initial Data Analysis
- Initial Data Review Complete
## For Additional Information

<table>
<thead>
<tr>
<th>Get More Information</th>
<th>Start Receiving Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule a meeting with our team to discuss onboarding for the Do Not Pay services that best fit your agency’s needs.</td>
<td>Sign up for the mailing list on our website to receive updates on new functionality and data sources as they become available.</td>
</tr>
</tbody>
</table>

## Contact the Agency Support Center

- **1-855-837-4391**
- **donotpay@stls.frb.org**
- [http://donotpay.treas.gov](http://donotpay.treas.gov)