

Question #: RO-5 SOP #1

Question: Send Certified Bond/Trust Letter with approval signature within one business day of receipt to Surety or Trustee

ECM# or Entity Name	Letter to Surety or Trustee	Date Original Claim Filed	Date Letter Sent	Difference (Days)	Notes
42105	Executive Secretary, Livestock Sanitary Board Louisiana Department of Agriculture & Forestry - Trustee	2/17/2010	2/18/2010	1	Not identified in claim spreadsheet
34567	HARTFORD FIRE INSURANCE COMPANY - Surety	11/24/2009			Claim spreadsheet does not indicate if letter was sent to surety; scanned was not provided
14537	Fidelity and Deposit Company of Maryland- Surety	12/11/2009	12/11/2009	0	Claim spreadsheet does not indicate a letter was sent to surety - does not include date of initial claim; used confirmation date for letter sent; scanned copy was not provided
34796	Stafford Springs Halal Meats	1/11/2010	1/11/2010	0	
	Bank of America - Trust letter	1/11/2010	1/15/2010	4	

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Question: 100% of Bond and trust claim forms are forwarded to known unpaid sellers within 10 business days.

<u>ECM# or Entity Name</u>	<u>Claimants</u>	<u>Date Original Claim Filed</u>	<u>Date Claim Letter Sent</u>	<u>Difference (Days)</u>	<u>Notes</u>
34796	Tjernagel Family Livestock LLP	1/11/2010	1/11/2010	0	
34567	CLARENCE VAN HANDEL & SONS	11/24/2009	11/24/2009	0	Date of claim not in spreadsheet or letter; used confirmation date for letter sent (withdrawn 12/1/09)
42105	MILLER LIVESTOCK MARKETS, INC.	2/12/2010	2/12/2010	0	Used confirmation date for date letter sent
14537	Preston Farmers Market, Inc.	12/11/2009	12/11/2009	0	Date of first claim not in spreadsheet; used confirmation date for lette sent

Question #: RO-5 SOP Checklist #1

Question: For bond claims, was claim analysis attached?

<u>ECM# or Entity Name</u>	<u>For bond claims, was claim analysis attached?</u>	<u>Notes</u>
34796	Yes	
34567	Yes	
42105	Yes	
14537	No	No bond claim folder

Question #: RO-5 SOP Checklist #2

Question: Was starting and primary factor identified?

<u>ECM#</u>	<u>Was starting and primary factor identified?</u>	<u>Notes</u>
34796	Yes	
34567	Yes	
42105	Yes	
		No bond claim folder in ECM for Entity #14537