

DMA ADMINISTRATIVE LETTER NO. 16-02

ADDENDUM 3, FRR/BEER SECURITY

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE
(WORK FIRST AND FOOD STAMPS) 04-2002**

**DSS ADMINISTRATIVE LETTER NO. ADULT AND FAMILY SERVICES 02-2002
DIVISION OF AGING, ADULT SOCIAL SERVICES SECTION ADMINISTRATIVE LETTER
04-1**

TO: COUNTY DIRECTORS

**ATTENTION: INCOME MAINTENANCE DIRECTORS
MEDICAID CASEWORKERS AND SUPERVISORS
WORKFIRST CASEWORKERS AND SUPERVISORS
FOOD STAMP CASEWORKERS AND SUPERVISORS
SPECIAL ASSISTANCE CASEWORKERS AND SUPERVISORS
SECURITY CONTROL OFFICERS
FRR/BEER CONTROL OFFICERS**

DATE: February 02, 2009

**SUBJECT: SECURITY OF INTERNAL REVENUE SERVICE (FRR) AND SOCIAL
SECURITY ADMINISTRATION INFORMATION (BEER)**

I. GENERAL

The purpose of this letter is to provide updated information concerning the requirements for using and securing Federal Tax Information (FTI) received from the IRS and the SSA. The changes in this letter are effective immediately.

The changes include:

- A. Revised power point FRR/BEER Annual Safeguard Awareness Training.**
- B. Security Incident Report procedures.**
- C. Revised Attachment I form – Report of Internal Inspection on FRR/BEER**
- D. Revised Attachment II form – IRS SEC. 7213 and 7213A Unauthorized Disclosure of Information**
- E. New form Attachment IIIA – Documentation of Annual Security Training - Shred Contractor**
- F. Social Security Training form revised 01/06/09**

These modifications are a result of an IRS review conducted in December 2008.

II. REVISED POWER POINT FRR/BEER ANNUAL SAFEGUARD AWARENESS TRAINING

A recent IRS review revealed that training for Federal Tax Information is not uniform statewide. Effective with this letter, ALL county/state agencies that access Federal Tax Information must use the power point presentation for new employee and annual training. In addition, the DMA Administrative Letter 16-02 and addendums must be utilized. The power point presentation has been modified to include additional training information. This information is available at:

http://www.ncdhhs.gov/dma/frrbeer/frrbeersafetrain_0308.pdf

III. SECURITY INCIDENT REPORT FORM

All security incidents, including IRS incidents need to be reported at the DHHS Privacy and Security website within 24 hours of the incident at:

<https://www.security.dhhs.state.nc.us/incident/index.php>. Click on 'Submit a support ticket'. When the user is reporting at this website, specify that this is an IRS incident in the incident box and give the details of the incident in the message section.

IV. ATTACHMENT I - REPORT OF INTERNAL INSPECTION ON FRR/BEER

This form has incorporated questions that are a part of the revised FRR/BEER Annual Safeguard Awareness Training at: [MA_AL16-02add3a1](#)

V. ATTACHMENT II - IRS SEC. 7213 AND 7213A UNAUTHORIZED DISCLOSURE OF INFORMATION

IRS publication 1075 has been revised. Exhibit 3 has been changed to Exhibit 10 at: [MA_AL16-02add3a2](#)

VI. ATTACHMENT IIIA – DOCUMENTATION OF ANNUAL SECURITY TRAINING – SHRED CONTRACTOR

This new form will be used for any agency that shred FTI data by a non-state company at site: [MA_AL1602add3a3A](#)

VII. SOCIAL SECURITY TRAINING FORM REVISED 01/06/09

Effective 2009, DHHS and county division of social service employees and contractors authorized to access SSA data are required to review the SSA/DHHS data agreement on an annual basis. Medicaid Program Representatives completing the Internal Inspections in the county dss offices beginning in March 2009 will request the county security officer produce Social Security Training forms signed by all employees and contractors. Refer to the SSA Training form revised 01/06/09 at:

<http://www.ncdhhs.gov/dma/medtrainres/SSAsecuritytrainingform.pdf>. At each Internal Inspection, the training forms presented must be signed and dated within the past year.

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We recommend the annual SSA and IRS/FTI training be conducted together each year. The 8 areas to be covered during the Annual Safeguard Awareness Training are:

FRR/BEER Annual Safeguard Awareness Training (Power Point Presentation) at:
http://www.ncdhhs.gov/dma/frrbeer/frrbeersafetrain_0308.pdf

DMA Administrative Letter NO. 16-02 at:
http://info.dhhs.state.nc.us/olm/manuals/dma/eis/adm/MA_AL16-02.htm#P5_0

DMA Administrative Letter NO. 16-02 Addendum 1 at:
http://info.dhhs.state.nc.us/olm/manuals/dma/eis/adm/MA_AL16-02add1.htm#P0_0

DMA Administrative Letter NO. 16-02 Addendum 2 at:
http://info.dhhs.state.nc.us/olm/manuals/dma/eis/adm/MA_AL16-02add2.htm#P0_0

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Social Security Administration Agreement - SDX-BENDEX-SVES- Agreement and Attachments A through D at:

http://www.ncdhhs.gov/dma/medtrainres/sdx_bendex_sves_agreement_070107.pdf

SOLQ Amendment at:

<http://www.ncdhhs.gov/dma/medtrainres/SOLQAmendment.pdf>

Social Security Training Form revised 01/06/09 at:

<http://www.ncdhhs.gov/dma/medtrainres/SSAsecuritytrainingform.pdf>

If you have any questions regarding this information, please contact your Medicaid Program Representative.

Sincerely,

Tara Larson, Acting Director
Division of Medical Assistance

Sherry S. Bradsher, Director
Division of Social Services

Dennis Streets, Director
Division of Aging and Adult Services