

COUNTY NO. _____ COUNTY NAME _____

REPORT OF INTERNAL INSPECTION ON FINANCIAL RESOURCE REPORT (FRR) BENEFICIARY EARNINGS EXCHANGE REPORT (BEER)

1. Are the Financial Resource Reports (FRR) and Beneficiary Earnings Exchange Reports (BEER) sent unopened to the control person from the mailroom? _____ yes _____ no

Comments:

2. Are the control copies of the FRR and BEER kept in locked storage except when in actual use? _____ yes _____ no

Comments:

3. Do the IM caseworkers keep their work copies of the FRR and BEER in a locked desk or file cabinet when they are out of their office, or return them to the control officer? _____ yes _____ no

Comments:

4. Are the FRR and BEER sheets kept separately from the client case records? _____ yes _____ no

Comments:

5. Are carbon copies of verification requests secured in a similar manner to the FRR and BEER? _____ yes _____ no

Comments:

6. Are all copies of the individual sheets of the FRR and BEER returned to the control person for storage once the IM caseworkers have completed their verification? _____ yes _____ no

Comments:

7. Is a log maintained by the control person showing all individuals who view the FRR and BEER and the date and purpose? _____ yes _____ no

Comments:

8. Does your review of this log show that only persons directly involved in determining eligibility had access to the FRR and BEER? _____ yes _____ no

Comments:

9. After workers have completed their verifications, are copies of the FRR and BEER and copies of verification letters sent with information obtained from the FRR and BEER safeguarded until destruction? _____ yes _____ no

Comments:

10. Have Internal Revenue Code Sections 7213(a) and 7431 been reviewed with each new employee and at least annually with all employees who have access to FRR and BEER data? _____ yes _____ no

Comments