

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:



**(Attach a list of all employees, including new workers, who have received this training since the last review. Ensure all workers are given copies of the IRS Code Sections 7213(a) and 7431.)**

Has corrective action been taken on any "no" answers above?

\_\_\_\_\_ yes          \_\_\_\_\_ no          Comments:

12. If any control copies or individual copies of any FRR and BEER have been destroyed since your last security report, complete the following information:

a. Please indicate method of destruction

\_\_\_\_\_ Shredding

\_\_\_\_\_ Incineration

b. "Run Date" of Destroyed FRR/BEER Reports **(Please attach documentation):**

**FROM** \_\_\_\_\_ **THROUGH** \_\_\_\_\_

13. Current Security Officers: Primary [ \_\_\_\_\_ ]

Secondary [ \_\_\_\_\_ ]

14. Review conducted by:

\_\_\_\_\_  
**Name/Title**

\_\_\_\_\_  
**County**

Send to:

**Donna Pittman, IEVS Coordinator  
Eligibility Information Systems  
Division of Medical Assistance  
2512 Mail Service Center  
Raleigh, NC 27699-2512  
Courier # 56-20-06**

Annual Reporting Dates: May and October

Reference:          DSS Administrative Letter No. Work First 3-96  
                         DSS Administrative Letter No. Adult and Family Services 3-96  
                         DMA Administrative Letter No. 19-96

Revised 02/25/2000