



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
SUSAN G. OSBORNE • Assistant Secretary for Human Services

June 30, 2022

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: Annual Security Review

REQUIRED ACTION: <input type="checkbox"/> Information Only <input type="checkbox"/> Action Needed <input checked="" type="checkbox"/> Time Sensitive Action Needed <input type="checkbox"/> Immediate Action Needed
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It is time for the 2023 annual security review. All child support staff with access to the Automated Collection and Tracking System (ACTS) and Federal Tax Information (FTI) are required to complete the training located in SharePoint found in the Security folder.

As a reminder, all staff must watch the training videos, read the confidentiality and security documents, and sign acknowledging that they have completed the appropriate steps listed on the Initial/Annual Requirements Certification form.

The following documents are the only 2 forms that must be sent to the Child Support Central Office upon completion of the Annual Security Training:

- **Initial/Annual Requirements Certification**
- **OCSE Agreement to Safeguard Confidential Information**

In addition to the above documents, please send in the FPLS/IRS Sensitive Information Tracking/Destruction Log, a blank copy of your IRS Authorized Access Log and Visitors Sign-In Log.

Per the IRS, the following documents should be completed and kept on file in your local office for **5 years**:

- FPLS/IRS Security Training Exercise
- DES Acknowledgment of Confidentiality of Information
- SSA Data Memorandum of Understanding

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • CHILD SUPPORT SERVICES

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- SSA Security Training Form
- Copy of the OCSE Agreement to Safeguard Confidential Information
- Copy of the Initial/Annual Requirements Certification

Please note: The ACTS Worker Profile form is not required at annual review and the SMI Confidentiality Agreement does not have to be signed annually. However, staff with access to Smart Image Viewer should review the SMI Confidentiality Agreement and sign off on the Initial Annual Requirements Certification advising the agreement was reviewed. Quarterly Reports do not have to be submitted with the Annual Certification documentation

Security forms are due by **Wednesday, July 13, 2022**.

Forms should be scanned and emailed to Child Support Security at css.security@dhhs.nc.gov or mailed to Child Support Central Office PO Box 20800 Raleigh, NC 27619 Attn: Laurel Vick.

If you have any questions, please contact css.security@dhhs.nc.gov or Laurel Vick at 919-527-6909.

Sincerely,



Carla L. West
Senior Director for Human Services

cc: Astra Wilson-Kirksey
Continuous Quality Improvement Specialist

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