



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

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR OF SOCIAL SERVICES  
AND COUNTY OPERATIONS

June 12, 2017

Dear Child Support Colleagues,

It is time for the 2017 annual security review. All Child Support staff with access to Automated Collection and Tracking System (ACTS) and Federal Tax Information (FTI) are required to complete the training located in SharePoint/Security folder.

This year, the following are new and must be completed/reviewed:

- A new video has been added "Protecting Federal Tax Information". Workers must view this along with the "Safeguards Security Awareness Training" video.
- IRS Publication 1075 Exhibit 4, Sanctions for Unauthorized Disclosure and Exhibit 5, Civil Damages for Unauthorized Disclosure must be reviewed. Exhibits are in SharePoint, Security Folder, FPLS/FTI/IRS - Documents.

A new link has been added to the new document, IRS Protecting FTI Pocket Guide. The guide is in SharePoint under the Security folder, FTI/IRS- External Document/Video Links along with the link to the IRS Publication 1075. The document is a quick reference guide that will provide information to staff with questions concerning FTI.

All staff must complete training videos/documents listed on the Initial/Annual Requirements Certification form. The following must be sent to the Child Support Central Office:

- Initial/Annual Requirements Certification – the revised form now includes the new video and exhibits.
- OCSE Agreement to Safeguard Confidential Information

The following documents should be completed as well and kept on file in your local office for 5 years per the IRS requirements:

- FPLS/IRS Security Training Exercise
- DES Acknowledgment of Confidentiality of Information
- SSA Data Memorandum of Understanding
- 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 the annual review. SMI Confidentiality Agreement is not required. However, staff with access to Smart Image Viewer, should review the SMI Confidentiality Agreement. Quarterly Reports will not be required to be submitted with the Annual Certification documentation that must be returned for everyone with access to ACTS.

Security forms are due by Friday, July 7<sup>th</sup>. Forms should be mailed to the following address:

Child Support Central Office  
PO Box 20800  
Raleigh, NC 27619  
Attn: Robin Stallings

If you have any questions, please contact [CSS.Security@dhhs.nc.gov](mailto:CSS.Security@dhhs.nc.gov), Robin Stallings at 919-556-5035, or Randy Burwell at 919-855-4449.

Sincerely,



Judy McArn  
Chief  
Child Support Services

cc: IV-D Program Representatives

CSS-10-2017

