



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
WAYNE E. BLACK • Director

June 13, 2018

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES
ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: Annual Security Review

It is time for the 2018 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 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.

Upon completion, the following documents must to 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. The SMI Confidentiality Agreement is not required to be signed each year either. However, staff with access to the 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.**

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

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

Child Support Central Office
PO Box 20800
Raleigh, NC 27619
Attn: Antoinette Jones

If you have any questions, please contact CSS.Security@dhhs.nc.gov , Antoinette Jones at 919-527-7296, or Randy Burwell at 919-855-4449.

Sincerely,



Carla L. West, Section Chief
Child Support Services

cc: IV-D Program Representatives
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