



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

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

November 14, 2018

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

SUBJECT: Internal Revenue Service Background Checks

The Internal Revenue Service (IRS) Publication 1075 requires agencies to conduct federal and local background checks for all employees, contractors and sub-contractors (if authorized) who have access to Federal Tax Information (FTI). This policy will apply to all current staff and any newly hired staff.

In order to comply, Child Support Services has worked with the Division of Child Development and Early Education (DCDEE) to create an electronic Criminal Background Check System that will allow all counties to submit their employees for the local and federal background checks. The policy is currently under review and will be shared with the counties as soon as possible. In the meantime, the State is working with the State Bureau of Investigations (SBI), the Federal Bureau of Investigations (FBI), and DCDEE to complete the required Memorandum of Understanding (MOU) and gain access for each county to be able to see the results of the checks. To complete the MOU, counties will need to designate at least 2 (two) individuals from their Human Resources Department to enter and receive information in the system.

Please send the following information on your 2 (two) designated staff to CSS.Security@dhhs.nc.gov no later than **Tuesday, November 27, 2018** ~~December 12, 2018~~.

- The first, middle, and last name of the designated staff
- The physical address of the office of the designated staff
- The NCID for the designated staff
- Completed SBI Criminal History Record Information (CHRI) form for each designated staff

Once we have received the above information, we will get them entered into the criminal background system. The CHRI form is required by the SBI for your designated staff and provides the rules and regulations for the safeguarding of information provided in the background check. The State is required to keep a copy of the CHRI form on file for auditing by the SBI.

If you have any questions, please contact the ACTS Security Unit at (919) 855-4755 or by email at CSS.Security@dhhs.nc.gov.

Sincerely,

Carla L. West, Chief
NC Child Support Services

Attachments

cc: Regional Program Representatives
CSS_18_62

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