



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

SUSAN OSBORNE • Assistant Secretary for County Operations for
Human Services

July 25, 2019

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

SUBJECT: Background Checks - Federal Tax Information

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).

In order to comply, Child Support Services (CSS) has developed an electronic Criminal Record Check System that will allow all counties to submit their employees for local and federal background checks. Each county has already designated two or more individuals from their Human Resource Department (HR) to enter information into the system.

Policy has been developed to guide counties through the background check process. Counties can either adopt this policy or create their own policy as long as it complies with federal and state compliance standards. If a county chooses to develop their own policy, it must include at a minimum:

1. All employees with access to federal tax information (FTI) are subject to local and federal background checks., federal bureau of investigation fingerprinting and citizenship requirement checks;
2. all necessary steps have been taken before an employee is allowed access to FTI;
3. the suitability background check is favorable; and
4. current employees must submit to a background check upon implementation of the policy and every 10 years thereafter.

When the background check process is started for an employee, the IRS 1075 Background Investigation Certification form must be completed and sent to css.security@dhhs.nc.gov. This form does not need to be signed at the initial submission; the form is signed when the background check is completed.

A webinar training for each county's designated HR representative to use the CSS Criminal Record Check System will be conducted a week prior to the county's rollout. A webinar invitation will be sent to each designee via email.

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

MAILING ADDRESS: P.O. Box 20800, Raleigh, NC 27619
www.ncdhhs.gov • TEL: 919-855-4755 • FAX: 919-715-8174

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The policy, training, rollout schedule, and the IRS1075 Background Investigation Certification are attached.

Other forms related to background checks can be found in SharePoint under Forms and Documents, Supervisory Forms and Documents, and the tab titled CSS Background Check.

If you have any questions, please contact the Policy and Training Unit at (919) 855-4755 or CSS Security at css.security@dhhs.nc.gov or your Regional Program Representative.

Sincerely,

A handwritten signature in blue ink that reads "Carla L. West".

Carla L. West, Section Chief
Child Support Services

cc: Regional Program Representatives

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