



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

June 15, 2020

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Child Support Managers and Supervisors

SUBJECT: INFORMATION: Annual Security Review

It is time for the 2021 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 must be sent to the Child Support Central Office upon completion:

- **Initial/Annual Requirements Certification – the revised form now includes the Security and Confidentiality Webinar**
- **OCSE Agreement to Safeguard Confidential Information**

In addition to the above documents, please send in the FPLS/IRS Sensitive Information Tracking/Destruction Log for your county.

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

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

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Please note: The ACTS Worker Profile form is not required. The SMI Confidentiality Agreement does not have to be signed. However, staff with access to Smart Image Viewer should review the SMI Confidentiality Agreement. Quarterly Reports do not have to be submitted with the Annual Certification documentation.

Security forms are due by **Wednesday, July 8th.**

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 , Laurel (Stokes) Vick at 919-527-6909 or Randy Burwell at 919-855-4449.

Sincerely,



Carla L. West, Deputy Director
Child Support Services

cc: IV-D Program Representatives
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