



North Carolina Department of Health and Human Services
Division of Social Services

Michael F. Easley, Governor
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November 20, 2007

Dear County Director of Social Services:

Subject: Use of Alternative Worker Identification Numbers within the DSS-1571 Upload Files.

In order to comply with the requirements of the Identity Theft Protection Act ([S.L. 2005-414](#)) the Division of Social Services successfully performed a mass update in the Services Information System and Central Registry on the night of May 31, 2007 to replace Case Manager Numbers (Social Security Numbers or county-assigned IDs) with a system-assigned unique nine-digit alternative Worker ID number. In the months leading up to the mass update, counties received a series of [Administrative Letters](#) explaining the process and steps necessary to prepare for the mass update. On June 1, 2007, a new menu screen called the 'Worker Identification System Main Menu' was made available in the Services Information System (SIS) for the purpose of assigning and maintaining the alternative Worker ID (see [DSS Administrative Letter PM-REM-AL-0407](#)). On May 23, 2007, SIS User's Manual Change Notice number CN-SIS-0107 was issued and referred to changes in the [instructions for Item 3. Worker ID](#) under **Worker Daily Report of Services (DSS-4263)**. These instructions clearly state that "...Special care should be taken to ensure that this number is the same as recorded on the DSS-1571, Statement of Program Expenditures."

The purpose of this letter is to advise counties that are not currently using the alternative Worker ID on their DSS-1571 upload files to begin doing so immediately in order to comply with the requirements of the *Identity Theft Protection Act* ([S.L. 2005-414](#)). Alternative Worker IDs should be used for all workers listed on the DSS-1571, including supervisors and ICM workers. For those workers to be listed on the report who do not currently have a system-assigned alternative Worker ID, counties may use the Worker Identification System Main Menu Option 3 in SIS to assign a unique alternative Worker ID. Please note workers assigned an alternative Worker ID using this option do not have to have records in SIS (or Central Registry) in order for a number to be assigned.

As a final note, failure to comply with these requirements to convert all workers who appear on the DSS-1571 may result in financial consequences to the county. For additional assistance you may contact your Local Business Liaison. Completion date for this action is January 31, 2008.

Sincerely,

[signed]

Laketha M. Miller

[signed]

Sherry Bradsher, Director
Division of Social Services

LMM/mkd

cc: DSS-1571 Contact Personel
Child Support Enforcement Agency

Jack W. Chappell
Myra K. Dixon

Sarah Barham
Local Business Liaison

Debbie Hawkins