ATTACHMENT I

This form is completed annually by the Primary or Back-up Security Officer for each county.

COUNTY NO

COUNTY NAME _____

REPORT OF INTERNAL INSPECTION ON FINANCIAL RESOURCE REPORT (FRR) BENEFICIARY EARNINGS EXCHANGE REPORT (BEER)

1. Are the Financial Resource Reports (FRR) and Beneficiary Earnings Exchange Reports (BEER) sent through NCXPTR to the primary and backup control officers only?

Comments:

_____ yes _____ no

2. Are the Financial Resource Reports (FRR) and Beneficiary Earnings Exchange Reports (BEER) printed and logged by the primary or backup control officer, before distributing to the caseworkers?

____yes ____no Comments:

3. Are the control copies of the FRR and BEER kept in locked storage except when in actual use?

_____yes _____no Comments:

4. Are there two levels of security for access to the area where the FRR and BEER reports are stored?

____yes ____no Comments:

5. Do the IM caseworkers keep their work copies of the FRR and BEER in a locked desk or file cabinet when they are out of their office, or return them to the control officer?

____yes ____no Comments:

- 6. Are the FRR and BEER sheets kept separately from the client case records?
- 7. Are carbon copies of verification requests secured in a similar manner to the FRR and BEER?

____yes ____no Comments:

8. Does the caseworker or supervisor keep a log tracking date verification was sent, received, and reason for request?

_____yes _____no Comments

9. Are all copies of the individual sheets of the FRR and BEER returned to the control officer for storage once the IM caseworkers have completed their verification?

yes _____ no Comments:
 10. Are all waste material containing FTI data returned to the control officer for storage prior to shredding? _____ yes _____ no Comments:

11. Is a log maintained by the control officer showing all individuals who view the FRR and BEER and the date and purpose? Does your review of this log show that only person directly involved in determining eligibility had access to the FRR and BEER?

_____yes _____no Comments:

- Does your review of this log show that only persons directly involved in determining eligibility had access to the FRR and BEER?
 _____yes _____no Comments:
- 13. After workers have completed their verifications, are copies of the FRR and BEER and copies of verification letters sent with information obtained from the FRR and BEER safeguarded until destruction?

____yes ____no Comments:

- Have Internal Revenue Code Sections 7213(a), 7213A, and 7431 been reviewed with each new employee and at least annually with all employees who have access to FRR and BEER data?
 _____yes
 _____ no
 Comments:
- 15. If any control or worker copies of the FRR and BEER have been destroyed since your last security report, complete the following information: If "no", skip to question #14.
- a. Please indicate method of destruction

_____ Shredding Incineration

b. "Run Date" of Destroyed FRR/BEER Reports (Please attach documentation):

FROM_____THROUGH_____

- 16. If destruction of FTI is handled by a contractor, is there a county employee present at all times during the destruction process?
 ____yes ____no Comments:
- 17. Have all contractors been informed of and given a copy of IRS Code Sections 7213(a), 7213A, and 7431 and signed the 'Shred Contractor Documentation of Annual Security Training' form?

	yes	no	Comments:
18.		know wher no	and how to report a Security Incident? Comments:
19.	•	been report no	ted since the last internal inspection: Comments (If yes, give Date and Nature of
20.		en taken or no	n any "yes" answers above? Comments:
21.		ed and sigr no	ned the Computer Use Policy? Comments:
22.	Current FRR/BEER Cont	trol Person	s:
	Primary/HRSS [
	Email address:		
	Phone Number		
	Secondary/HRSS [
	Email address:		
	Phone Number		
23.	Review conducted by:		Name/Title
			Telephone Number

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Annual Reporting Date: July 1st

Reference: DSS Administrative Letter No. Economic Independence (Work First and Food Stamps) 04-2002; DSS Administrative Letter No. Adult and Family Services 02-2002; DMA Administrative Letter No. 16-02 Revised 02/11/14

(Attach a list of all employees, including new employees, who have received this training since the last review. Ensure all new workers and contract workers are given copies of the IRS Code Sections 7213(a), 7213A, and 7431.)