

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?
_____ yes _____ no Comments:

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?
_____ yes _____ no Comments:

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:
12. 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:
14. 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. Do the IM caseworkers know when and how to report a Security Incident?
 yes no Comments:

19. Has a Security Incident been reported since the last internal inspection:
_____yes _____no Comments (If yes, give Date and Nature of Incident):

20. Has corrective action been taken on any "yes" answers above?
_____yes _____no Comments:

21. Current FRR/BEER Control Persons:

Primary [_____]

Email address: _____

Phone Number _____

Secondary [_____]

Email address: _____

Phone Number _____

22. Review conducted by: _____
Name/Title

Telephone Number

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.)