

ATTACHMENT I

This form is completed annually by the Medicaid Program Representative (MPR) for each county.

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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 unopened to the control person from the mailroom?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
2. Are the control copies of the FRR and BEER kept in locked storage except when in actual use?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
3. Are there two levels of security for access to the area where the FRR and BEER reports are stored?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
4. 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:
5. Are the FRR and BEER sheets kept separately from the client case records?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
6. Are carbon copies of verification requests secured in a similar manner to the FRR and BEER?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
7. Are all copies of the individual sheets of the FRR and BEER returned to the control person for storage once the IM caseworkers have completed their verification?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
8. Are all waste material containing FTI data returned to the control person for storage prior to shredding?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
9. Is a log maintained by the control person showing all individuals who view the FRR and BEER and the date and purpose?  
\_\_\_\_\_ yes \_\_\_\_\_ no    Comments:
10. 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:
11. 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:
12. 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:

**(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.)**

13. If any control copies or individual copies of any FRR and BEER have been destroyed since your last security report, complete the following information:

a. Please indicate method of destruction

Shredding  
 Incineration

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

FROM \_\_\_\_\_ THROUGH \_\_\_\_\_

14. 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:

15. 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:

16. Do the IM caseworkers know when and how to report a Security Incident?

yes  no Comments:

17. Has a Security Incident been reported since the last internal inspection:  
 yes  no Comments (If yes, give Date and Nature of Incident):

18. Has corrective action been taken on any "no" answers above?

yes  no Comments:

19. Current FRR//BEER Control Persons:

Primary [ \_\_\_\_\_ ]

Email address: \_\_\_\_\_

Secondary [ \_\_\_\_\_ ]

Email address: \_\_\_\_\_

20. Review conducted by: \_\_\_\_\_  
Name/Title/Date

\_\_\_\_\_  
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 02/16/2011