



Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room W392 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2739

317-232-4705
FAX: 317-232-4490

www.in.gov/dcs

Child Abuse and Neglect Hotline: 800-800-5556

November 15, 2007

To: All DCS Staff

From: James W. Payne, Director
Angela Green, Deputy Director of Practice Support

Subject: Social Security Administration Data Access Audit
DCS-07-05

This administrative letter outlines the agreement to establish terms, conditions, and safeguards under which the Social Security Administration (SSA) agrees to disclose information relating to the verification of income and eligibility factors for State-administered programs authorized by sections 453 and 1137 of the Social Security Act (the Act); verifying Social Security numbers (SSNs) of applicants for, and recipients of, benefits under such programs; and defining safeguards against unauthorized use and redisclosure of such information by DCS. This computer matching agreement is executed under the Privacy Act of 1974, 5 U.S.C. § 552a, as amended by the Computer Matching and Privacy Protection Act of 1988 (CMPPA), and related regulations. Below is a summary of the agreement effective July 1, 2007.

In order to be in compliance with these agreements, DCS must implement an internal control associated with the protection of SSA data (including Social Security numbers). FSSA will initiate a monthly random pull of 20 Indiana Client Eligibility System (ICES) records accessed by DCS employees.

These records will be researched by Central Office to verify the proper usage of SSA data by DCS employees. If a determination is unable to be made by Central Office, an electronic letter will be sent to the Director and Regional Manager of the DCS employee, to verify whether the employee appropriately or inappropriately accessed Social Security information. The Director and/or Regional Manager must respond to the letter from Central Office within ten (10) business days. If Central Office does not receive a response from the Director and/or Regional Manager within the required time frame, the request will be forwarded to the Deputy Director of Field Operations and the Executive Staff. The Deputy Director of Field Operations and the Executive Staff will inquire into the delay from the Director



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and Regional Manager. A monthly report will be forwarded to FSSA outlining the results of the random pull.

We appreciate your full cooperation in accomplishing this task. Please direct any questions you have to Lisa Whitaker, State Director of Performance and Quality Improvement.

Sincerely,

James W. Payne, Director
Department of Child Services

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