



F.Y.I.

from the Policy Unit

FYI- 123

Date: 05-26-2017

SUBJECT: Federal Tax Information Safeguards

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS-POLICYQUESTIONS@azdes.gov or call 602-771-8127

Federal Tax Information (**FTI**) is an integral part of Child Support. FTI Safeguards are necessary to comply with the Internal Revenue Service (Publication 1075). DCSS has created a desk aid and training to teach the necessary requirements and safeguards to ensure this compliance. The Desk Aid is now available in The PORT. DCSS staff come in to contact with FTI every day. The desk aid provides valuable information to assist the DCSS in protecting customers while maintaining compliance with Federal guidelines. FTI includes information received directly from the IRS or obtained through an authorized second source, such as:

- Social Security Information (SSA),
- Federal office of Child Support Enforcement (OCSE) or another jurisdiction,
- Bureau of the Fiscal Services (BFS),
- Centers for Medicare and Medicaid Services (CMS),
- Other entities acting on behalf of the IRS or obtained through a second source.

The training unit, has developed a training module, which includes an in-depth video that connects Child Support colleagues to the many requirements of the IRS. The **DCSS IRS Safeguards** (DECS000156) training is also now available in TraCorp. Please work with your management team to schedule this important training. The training will be required annually for all Child Support employees.