

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



December 21, 2009

CSS LETTER: 09-16

ALL IV-D DIRECTORS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS

SUBJECT: REVISION TO SAFEGUARDING FEDERAL TAX INFORMATION –
 EMPLOYEE AWARENESS

REFERENCE: CSS LETTER NO. 05-02

This letter revises CSS Letter No. 05-02, dated January 7, 2005, and eliminates the requirement for viewing the video cited by CSS Letter No. 05-02.

CSS Letter No. 05-02 implemented employee awareness training requirements as a measure for safeguarding federal tax information (FTI). As part of this training, CSS Letter No. 05-02 required viewing a video provided by Department of Child Support Services (DCSS) with three separate segments: The IRS segments entitled "Stop UNAX in Its Tracks," "Safeguarding FTI," and the Office of Child Support Enforcement segment entitled "Securing the Future." This video has been replaced with information security and privacy protection training developed and provided by the DCSS Information Security Office (ISO).

All security awareness training requirements are documented in the DCSS Information Security Manual (ISM). The DCSS ISM and related guidelines and forms are available online from the Information Security link on the California Child Support Central website at: <https://central2.dcss.ca.gov/Pages/Default.aspx>.

If you have any questions or concerns regarding these additions or changes, please contact Debborah Martin, DCSS Chief Information Security Officer at (916) 464-5774.

Sincerely,

MARYANN MILLER
 Assistant Director, Office of Executive Programs

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS