

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



July 22, 2011

EBLAST

TO: IV-D DIRECTORS

SUBJECT: LOCAL CHILD SUPPORT AGENCY DESIGNEE LIST

The purpose of this E-Blast letter is to request a Designee List of individuals from each Local Child Support Agency (LCSA) authorized to request confidential taxpayer information (i.e. tax returns) from the Franchise Tax Board (FTB). The Department of Child Support Services (DCSS) and FTB have entered into an agreement to provide confidential taxpayer data from requesting LCSAs for the purposes of establishing and enforcing outstanding child support obligations.

The designee list will enable FTB staff to provide improved customer service and also serve to protect FTB confidential tax records from getting into the hands of unauthorized persons.

The Designee List should contain the following information:

- Designee, First and Last names (primary and secondary only, if possible)
- Unit, Division or Organization
- Name of County
- Phone number
- Address
- E-mail address

Please submit the designee names to the DCSS Information Security Office (ISO) mailbox: info.security@dcss.ca.gov . An ISO point of contact will compile an authorized list and forward to FTB staff. In addition, please notify the ISO point of contact of any designee updates due to transfer, retirement, etc.

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The LCSAs should apply and understand the confidential nature of the taxpayer information and the requirements to protect individual rights of privacy as expressed in the California Family Code Section(s) 17506, 17212 and the Revenue and Taxation Code Section 19542. This requested information is not considered Federal Tax Information (FTI). DCSS shall manually request and receive confidential tax returns and/or corporate tax return information from FTB. DCSS shall immediately advise FTB in writing when an authorized individual is no longer a designee.

If you have any questions or concerns regarding this matter, please contact Mary Maestas-Sandoval at (916) 464-5422 or you may reach me at (916) 464-5774.

Sincerely,

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LAWRENCE "BUDDY" TROXLER
Information Security Officer
Technology Services Department