

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

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



February 7, 2013

EBLAST

TO: IV-D DIRECTORS

SUBJECT: FRANCHISE TAX BOARD (FTB) DESIGNEE LIST – REQUEST ANNUAL  
UPDATES

To protect the California Franchise Tax Board (FTB) state income tax return information and to ensure only designated employees from each Local Child Support Agency (LCSA) has been authorized to request, receive, process and/or destroy California state income tax return information, the Department of Child Support Services (DCSS), Information Security Office (ISO) is requesting the list of designated employees (primary and secondary contacts) who are authorized to request and/or receive California state income tax return information.

The designee list enables FTB to authenticate authorized requestors from the LCSA and submit confidential state income tax return information to only those designated by the LCSA Director. This list must be reviewed and updated annually and submitted to FTB.

Please submit a list of designated employees to DCSS-ISO via email and send it to [info.security@dcss.ca.gov](mailto:info.security@dcss.ca.gov) no later than Thursday, February 28, 2013. Include the LCSA mailing address, employee's first and last name, telephone number, and email address. Upon receipt, DCSS-ISO submits and retains a current list of all designated employees to the FTB.

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

Sincerely,

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JUDY RAMOS  
Interim Information Security Officer  
Technology Services Division