

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



April 2, 2013

LCSA LETTER: 13-04

ALL IV-D DIRECTORS

SUBJECT: SECURING DOCUMENTS SHIPPED VIA
COURIER TO CENTRAL SCANReason 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

Effective immediately, all documents containing confidential information (including personally identifiable information and federal tax information) **must be** double sealed as prescribed by IRS Publication 1075, Section 4.5, when transported from one location to another.

In the case of sending documents via any courier from a local child support agency (LCSA) to the California Department of Child Support Services (DCSS), Central Scan, the recommended procedure is for LCSAs to place all documents in a sealed FedEx, size large shipping envelope, and then place the envelope in the FedEx courier's box for shipping. The sealed envelope should have the words "Confidential Information" and the name and address of the addressee written on it to ensure proper delivery. For ease of use, LCSA's should use computer generated self-adhesive labels that can be easily placed on the large size shipping envelopes.

To obtain a supply of the FedEx shipping envelopes, please request them from FedEx when ordering your normal supply of FedEx courier boxes. The envelope size to request is FedEx Pak Large.

If you have any questions or concerns regarding this matter, please contact the DCSS Information Security Office at (916) 464-5045.

Sincerely,

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REBECCA STILLING
CIO/ Deputy Director