

**County of San Diego, Health and Human Services Agency (HHS) Policy and Procedures Guide**

**Safeguard Requirements for Federal Tax Information (FTI) for Quality & Eligibility Support Department (QESD) staff Policy and Procedures**

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**Revision Date:**

03/04/2019

**Purpose:**

The purpose of this document is to establish the policy and procedures for Federal Tax Information (FTI) Safeguard Requirements.

**Background:**

Beneficiary Earnings Exchange Record (BEER) and Internal Revenue Service (IRS) abstracts contain FTI such as interest, dividend, and earned income matched to applicants/recipients. The FTI contained in these abstracts are subject to safeguard requirements outlined in Publication 1075.

**Policy:**

FTI access will be limited to HSSs processing BEER and IRS abstracts. FTI must be clearly labeled "Federal Tax Information" and handled in the designated confidential room. HSSs handling FTI must undergo a background clearance every 10 years and complete the annual FTI Safeguard Training. The background clearance must meet the requirements defined in Pub 1075 section 5.1.1.

**Procedures:**

QESD staff must complete the annual FTI Safeguard Training in the Learning Management System (LMS), sign and email the "UNAX Disclosure Awareness of Federal Tax Information" form to their Supervisor prior to accessing FTI.

Supervisors will receive an email notification from LMS when the annual safeguard training and the background clearance will expire. Supervisor must make sure the HSS completes the annual safeguard training. For background clearance expirations the Supervisor must request a background clearance through Administration.

Upon completion of the background clearance, the DHRO will notify Management. The Supervisor must update the FTI background clearance date in LMS.

**References:**

Pub 1075  
MPP 20-006.7  
ACL 18-51, 16-106

**Sunset Date:**

This policy will be reviewed for continuance by 03/31/2022

**Approval for Release:**



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Eligibility Operations