

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

**Confidential Income and Eligibility Verification System (IEVS) Abstracts for
Quality & Eligibility Support Department (QESD) staff Policy and Procedures**

Page
1 of 2

Revision Date:
02/01/2023

Background:

The Beneficiary Earnings Exchange Record (BEER) and Internal Revenue Service (IRS) Asset abstracts are reports generated from the State's Income and Eligibility Verification System (IEVS) that provide information regarding interest, dividend, and earned income matched to applicants/recipients. The information provided in the BEER and IRS abstracts contain Federal Tax Information (FTI) and are subject to safeguard policies outlined in IRS Publication 1075 (PUB 1075). BEER and IRS abstracts are only assigned to Human Services Specialists (HSSs) within Quality & Eligibility Support Department (QESD) who have completed the safeguard clearances and trainings.

Purpose:

The purpose of this document is to define the policy and procedures for processing the BEER and IRS abstracts. The PUB 1075 was updated to have changes be effective 01/01/2023. This material has been updated to incorporate these changes and for sunset review.

Policy:

Authorized QESD HSSs are required to review all BEERs and IRS abstracts to determine the follow-up action required. The initial review must be completed within 45 days from the date the county receives the abstract in order to determine if a discrepancy exists. FTI may include Personally Identifiable Information (PII). PII is FTI when provided by the IRS. The HSS must protect FTI and cannot share any PII as defined in PUB 1075, under the Key Definitions section.

Procedures:

The abstracts are delivered via courier service. The Bill of Lading will be signed by the receiving staff member upon delivery. An acknowledgement of receipt is included in the package and must be sent to the California Department of Social Services (CDSS) via email: IEVSReviewUnit@dss.ca.gov, within three (3) days to confirm receipt. The supervisor will schedule a day and time for the abstracts to be hand delivered to the assigned HSS.

Staff must compare the information received on the report against the information reported in CalWIN and assess the reporting requirements outlined in CalWORKs Program Guide (CPG) 44-260 Annual Reporting/Child Only (AR/CO), 44-270 Semi-Annual Reporting (SAR) and CalFresh Program Guide CFPG 63-360 Elderly Simplified Application Project (ESAP), 63-270 (SAR) to determine if a potential discrepancy exists.

Non-Discrepant Procedures

If the abstract is found to be non-discrepant, then staff must complete the following steps with an eyewitness present:

| Step | Action |
|-------------|--|
| 1 | Write "Reject" on roster |
| 2 | Update the FTI Confidential Report Log |
| 3 | Update the Destruction Log, along with the eyewitnesses' signature |
| 4 | Shred the abstract immediately |

Potentially Discrepant Procedures

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

**Confidential Income and Eligibility Verification System (IEVS) Abstracts for
Quality & Eligibility Support Department (QESD) staff Policy and Procedures**

Page
2 of 2

If the abstract is found to be potentially discrepant, then staff must:

| Step | Action |
|------|--|
| 1 | Mail the BEER and IRS flyer to the customer's CalWIN address (do not use the address that appears on the abstract) |
| 2 | Update the FTI Confidential Report Log |
| 3 | Set a reminder for 11 day follow up |

On the 11th day, if there was no response or partial verifications received from the customer, process abstract as non-discrepant. See non-discrepant instructions above.

Any time during the processes, outlined above, if complete verifications are received staff must establish the OP/OI as outlined in CPG 44-350 and CFPG 63-287.

Once the abstract is completed the Destruction Log must be completed, along with the eyewitnesses' signature and the abstract must be shredded immediately.

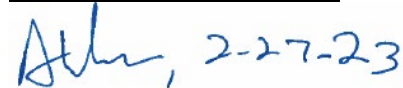
References:

PUB 1075
ACLs 16-106, 17-41, 18-51, 19-83, 22-78
MPP 20-006.7

Sunset Date:

This policy will be reviewed for continuance by 01/31/2026.

Approval for Release:

 2-27-23

Rick Wanne, Director
Self-Sufficiency Services