

MANUAL MATERIAL TRANSMISSION WV INCOME MAINTENANCE MANUAL

DATE: September 1, 2012 **CHANGE NUMBER:** 648

TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

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This Change is being made effective September 2012 in response to an Internal Revenue Service's (IRS) audit and to insure compliance with the Internal IRS Safeguard/Security Procedures and Penalties for unauthorized disclosure of IRS data and particularly related to Federal Tax Information (FTI).

This Change adds testing and exercises to staff training requirements to verify competency mastered related to unauthorized FTI disclosure.

It prohibits the faxing or electronic sending of FTI.

It provides Policy regarding reporting requirements when there is an incident involving improper inspection or disclosure of FTI. Improper inspection or disclosure is defined as including physical and electronic occurrences. The time frame for reporting is given and a new non-public form, the Data Incident Report for Improper Inspection and/or disclosure of FTI (DFA-FTI-1) is introduced for reporting data incidents. Information regarding allowable attachments to the form are included. The Change provides the name of the two contacts to whom the Report must be sent, the sending format and contact information. Storage of the DFA-FTI-1 is addressed.

The following changes are below:

Chapter 3

Section 3.4,B: Policy was added that training modules will include testing and exercises to verify competency mastered related to unauthorized FTI disclosure. Training will include that when a breach regarding FTI occurs a data incident report must be filed.

Section 3.4, E: Policy was added addressing secure storage for FTI Data Incident Reports. The requirement that DFA-FTI-1 must be filed immediately, defined as no later than 24 hours, was added.

Appendix A: Policy was added to explain that improper inspection and disclosure can be physical or electronic violations, both requiring a data incident report. Who is responsible to complete the report and the requirement that a report must be filed immediately, defined as no later than 24 hours, was added. The name of an Office was corrected. An alternative phone number to reach the U. S. Treasury Inspector General for Tax Administration Office (TIGTA) was added. Where the DFA-FTI-1 is filed was added.

The DFA-FTI-1 is introduced as the format for reporting data incidents. Appropriate attachments are defined. Forwarding the breached FTI information with the report is prohibited. The requirement that this report must be filed immediately, defined as no later than 24 hours, that the report must be made to the two contacts listed in Appendix A, and the format in which each contact must be made are listed on the form.

Policy questions should be directed to the DFA Economic Services Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.