

Federal Tax Information (FTI) is defined as a return, return information, federal tax offset program information, and any tax information not received directly from the party the information is about.

Visitor Access to FTI Areas

1. A restricted area visitor log must be maintained at the designated entrance to the restricted area and all visitors entering the area shall enter (in ink) in the log: the date, time of entry, their printed name, signature, escort, and purpose of entry. The escort will indicate on the log, the form of ID checked and the time of departure when the visitor leaves the restricted area. The restricted areas are located inside the locked doors of the building which include: Financial, Child Support, Accounting, Social Services, Public Health, Clerical, Probation offices, Environmental Services water lab and office, meeting rooms and restrooms.
2. A “visitor” is any non-Human Service employee or non-County employee (i.e. Clients, outside agency employees, copier repair, Hillyard) that is not listed on one of the Authorized Access Lists. Health & Human Service/Probation personnel (**that have their County ID visible at all times**) are able to enter the FTI areas without an escort.
3. The Authorized Access List will have *ACH&HS Building Employees (that have their County ID visible at all times)* listed who do business here.

The Authorized Access List will have *County Employees (that have their County ID visible at all times)* listed who may be doing business here, i.e. maintenance staff, human resources, deputies, etc. This will eliminate the need for them to be escorted. This list will be located with the visitor log.

The Authorized Access List will have *Non-Agency Personnel (upon entry to the restricted area will be given Authorized Non-Agency Personnel Badges which must be visible at all times)* listed who do business here. This will eliminate the need for them to be escorted. This list will be located with the visitor log.

The Authorized Access List will have *Vendors (upon entry to the restricted area will be given Vendor Badges which must be visible at all times)* listed who do business here. This will eliminate the need for them to be escorted. This list will be located with the visitor log.

4. **ALL** “visitors” entering the restricted area must be escorted at all times. They must also show a photo ID and are required to sign in on the visitor log. The visitor log is located at the OSS desk immediately inside the locked door. Each ACHHS, Probation, Environmental Services, staff person will be responsible for having all clients/guests sign this log and *verify their ID*.
5. If you use any of the Meeting rooms and bring in “visitors”, they must be entered on the log.

The Waiting Room at the front of the building is the only area not FTI restricted.

*** ID badges are required to be worn and visible by employees at all times.**

- * Employees **MUST** remember to lock their computers when leaving their desks.
- * Each person entering the FTI area must use their own badge to gain access. This would include the entrance doors into the building because they act as the first lock of security to FTI. **A NO Tailgating Policy must be enforced.** You cannot enter through the door on somebody else’s badge

- * If any staff feel there has been a breach of FTI, notify your supervisor and your supervisor will report this to the agency security liaison for reporting to SSAM@state.mn.us giving: name of agency; agency point of contact for resolving data incident with his or her contact information; date and time incident occurred; date and time incident was discovered; how discovered; description of incident; data involved being specific; potential #of FTI or SSA records involved; information on technology involved i.e.: laptop. Refer to Bulletin 13-69-09 page 11 for more information on this.
- * DHS will start performing internal inspections on MAXIS IEVS FTI safeguarding practices on a 3 year cycle beginning calendar year 2014. Each county will be inspected once every 3 years. This will be in conjunction with regularly scheduled DHS SNAP-ME evaluation reviews.

Front Desk – Safeguarding Federal Tax and Social Security Info – Bulletin 13-69-09 11/26/13
Interface with MAXIS

1. An FTI destruction log has been developed. If an IEVS Difference Notice is received by the front desk staff (returned mail), they need to enter this on the FTI destruction log.
2. The FTI Destruction Log will be on the hhs clerical\$ drive under FTI Destruction.
3. IEVS Difference Notice mailings received in our office **CANNOT be scanned into EDMS.** These must be tracked from receipt to disposal. These need to be put in a manila envelope and hand delivered to the FTI Coordinator (or the designated back-up) for them to handle, track and dispose of.
4. Required shredder for authorized staff to destroy FTI. This cannot go into the shredding bins we currently have. (5/16" wide or smaller – operated by the FTI Coordinator or designated backup, and the lines of print must be shredded perpendicular to the cutting line).