

IEVS COUNTY OFFICE SUMMARY

Geo/Admin _____

Tally Sheet

Tax Year 2011

Cash Assistance

Case Number	Worker Number	Category	Action Taken					Cause of Action Taken				For Central Office Use Only			
			1	2	3	4	5	A	B	C	D	Admin Costs	Program Savings		
		Totals													



- Coding: Action Taken**
 1) Case Closure
 2) Benefit Reduction
 3) Claims
 4) No Action Required
 5) Outcome Pending
- Cause of Action**
 A) Resources
 B) Interest Income
 C) Other Income
 D) Client Failed to Cooperate

IEVS COUNTY OFFICE SUMMARY
Tally Sheet
SNAP

Geo/Admin _____
 Tax Year 2011

Case Number	Worker Number	Category	Action Taken					Cause of Action Taken				For Central Office Use Only			
			1	2	3	4	5	A	B	C	D	Worker Time	Admin Costs	Program Savings	
Totals															

RESCINDED

Coding: Action Taken
 1) Case Closure
 2) Benefit Reduction
 3) Claims
 4) No Action Required
 5) Outcome Pending

Cause of Action
 A) Resources
 B) Interest Income
 C) Other Income
 D) Client Failed to Cooperate

DISTRIBUTION – ALL IEVS COUNTY OFFICE SUMMARY RETURNED TO CENTRAL OFFICE.

IEVS COUNTY OFFICE SUMMARY
Tally Sheet
Medicaid

Geo/Admin _____
Tax Year 2011

Case Number	Worker Number	Category	Action Taken					Cause of Action Taken				For Central Office Use Only				
			2	3	4	5		A	B	C	D	Admin Costs	Program Savings			
													Worker Time	Use		
Totals																



Coding: Action Taken
 1) Case Closure
 2) Benefit Reduction
 3) Claims
 4) No Action Required
 5) Outcome Pending

Cause of Action
 A) Resources
 B) Interest Income
 C) Other Income
 D) Client Failed to Cooperate



IRS SAFEGUARD COUNTY OFFICE SELF INSPECTION REPORT

County Office:	Person Interviewed:	Date Interviewed:
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1. Are the IRS printouts kept in locked storage when not in actual use by eligibility staff? Yes No

Within this office, where is this storage located _____

2. Is access to the IRS printouts strictly controlled? Yes No

Who is responsible for monitoring this?

Name:

Title:

3. Who maintains the keys to the FTI locked cabinet? _____

4. Is the IEVS FTI Key Assignment Verification Form completed and up to date? Yes No

5. Is the office building itself kept secure during working hours? Yes No

Describe the type of building security: _____

6. Is the building kept secure after working hours? Yes No

Who is responsible for monitoring this?

Name:

Title:

7. Is federal tax information correctly commingled with other information? Yes No

8. Are the labels, "Inspection or Disclosure Limitations" on each filing cabinet, notebook or any other item that might contain FTI? Yes No

9. Did the reviewer personally observe safes or other secure storage containers or areas? Yes No

10. Is the responsibility for these safes or other secure storage containers or areas clearly assigned? Yes No

11. Are employees aware of the IRS security procedures and instructions? (Reviewer should briefly interview two employees.) Yes No

12. Are logs kept when the tax information is received by the county office? (logs should be viewed) Yes No

13. Disposal: Are logs kept when the tax information is sent back to Santa Fe Central Office for appropriate disposal? (view logs for appropriate entry) Yes No

CERTIFICATION

I certify the above responses are true to the best of my knowledge

Signature of office Reviewer	Title	Date
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DISTRIBUTION: ORIGINAL - SENT TO CENTRAL OFFICE
COPY - KEPT IN FIELD OFFICE FOR 5 YEARS

INTERNAL REVENUE CODE - SEC. 7431

CIVIL DAMAGES FOR UNAUTHORIZED DISCLOSURE OF RETURNS AND RETURN INFORMATION

(a) In General -

(1) **Disclosure by employee of United States** - If any officer or employee of the United States knowingly, or by reason of negligence, discloses any return or return information with respect to a taxpayer in violation of any provision of section 6103, such taxpayer may bring a civil action for damages against the United States in a district court of the United States.

(2) **Disclosure by a person who is not an employee of United States** - If any person who is not an officer or employee of the United States knowingly, or by reason of negligence, discloses any return or return information with respect to a taxpayer in violation of any provision of section 6103, such taxpayer may bring a civil action for damages against such person in a district court of the United States.

(b) **No Liability for Good Faith but Erroneous Interpretation** - No liability shall be imposed under this section with respect to any disclosure which results from a good faith, but erroneous, interpretation of section 6103.

(c) **Damages** - In any action brought under subsection (a), upon finding of liability on the part of the defendant, the defendant shall be liable to the plaintiff in an amount equal to the sum of -

(1) the greater of

(A) \$1,000 for each act of unauthorized disclosure of return or return information with respect to which such defendant is found liable; or

(B) the sum of -

(i) the actual damages sustained by the plaintiff as a result of such unauthorized disclosure, plus

(ii) in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus

(2) the costs of the action.

(d) **Period for Bringing Action** - Notwithstanding any other provision of law, an action to enforce any liability created under this section may be brought, without regard to the amount in controversy, at any time within 2 years after the date of discovery by the plaintiff of the unauthorized disclosure.

(e) **Return; Return Information** - For purposes of this section, the terms "return" and "return information" have the respective meanings given such terms in section 6103(b).

(f) **Extension to Information Obtained Under Section 3406** - For purposes of this section -

(1) any information obtained under section 3406 (including information with respect to any payee certification failure under subsection (d) thereof) shall be treated as return information, and

(2) any use of such information other than for purposes of meeting any requirement under section 3406 or (subject to the safeguards set forth in section 6103) for purposes permitted under section 6103 shall be treated as a violation of section 6103. For purposes of subsection (b), the reference to section 6103 shall be treated as including a reference to section 3406.

INTERNAL REVENUE CODE - SEC. 7213(a)

PENALTIES FOR UNAUTHORIZED DISCLOSURE OF INFORMATION

(a) Returns and return information -

(1) **Federal employees and other persons** - It shall be unlawful for any officer or employee of the United States or any person described in section 6103(n) (or an officer or employee of any such person), or any former officer or employee, willfully to disclose of any such person, or any former officer or employee, willfully to disclose to any person, except as authorized in this title, any return or return information (as defined in section 6103(b)). Any violation of this paragraph shall be a felony punishable upon conviction by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution, and if such offense is committed by any officer or employee of the United States, he shall, in addition to any other punishment, be dismissed from office or discharged from employment on conviction for such offense.

(2) **State and other employees** - It shall be unlawful for any person (not described in paragraph (1)) willfully to disclose to any person, except as authorized in this title, any return or return information (as defined in section 6103(b)) acquired by him or another person under subsection (d), (i)(3)(B)(i),(l)(6), (7), (8), (9), (10), or (11) or (m)(2) or (4) of section 6103. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

(3) **Other persons** - It shall be unlawful for any person to whom any return or return information (as defined in section 6103(b)) is disclosed in a manner unauthorized by this title thereafter willfully to print or publish in any manner not provided by law any such return or return information. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

(4) **Solicitation** - It shall be unlawful for any person willfully to offer any item of material value in exchange for any return or return information (as defined in section 6103(b)) and to receive as a result of such solicitation any such return or return information. Any violation of this paragraph shall be a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.

(5) **Shareholders** - It shall be unlawful for any person to whom return or return information (as defined in section 6103(b)) is disclosed pursuant to the provisions of section 6103(3)(1)(D)(iii) willfully to disclose such return or return information in any manner not provided by law. Any violation of this paragraph shall be a felony punishable by a fine in any amount not to exceed \$5,000, or imprisonment of not more than 5 years, or both, together with the costs of prosecution.



HUMAN SERVICE
DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
SIDONIE SQUIER, SECRETARY
TED ROTH, DIRECTOR

Acknowledgement of Receipt and Discussion of IEVS GI

I, _____, acknowledge that I have received and read the annual IEVS GI for handling the IEVS report for tax year 2011. I acknowledge that I have met with other county office staff members, either in a unit meeting or a general staff meeting and have discussed and understand my responsibilities and duties in the handling of the IEVS report.

Printed Staff Member Name

Printed Supervisor Name

Staff Member Signature

Date

Supervisor Signature

Date

Geo/Admin

RESCINDED



Eligibility Review Interview Notice

Income Support Division

Category	Geo/Admin	Case Name	Case Number	Date	<input type="checkbox"/> Hand Delivered
	/				<input type="checkbox"/> Mailed

Name and Address:

Mr./Ms.:

The New Mexico Human Services Department has received information that you may have income or resources that were not considered when determining your eligibility for benefits. This information may or may not affect your benefits. An appointment has been set for you to come in and discuss this information with your caseworker.

Your appointment is scheduled for:

Date:

Time:

Location:

Caseworker:

Please be ready to discuss information concerning the following income or resources when you come in for your interview. **Unearned Income as Specified.** Select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Bank Account Interest | <input type="checkbox"/> Private Pensions or Annuities |
| <input type="checkbox"/> Credit Union Account Interest | <input type="checkbox"/> Social Security Income |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Stocks and Bonds |
| <input type="checkbox"/> Sale of Property | <input type="checkbox"/> Gambling Winnings |

If you are unable to make the appointment and have not contacted your caseworker to reschedule by _____, your benefits may be reduced or your case closed.

If you have any questions you may contact an ISD representative at _____, ext. _____.
ISD County Offices are open from 8:00am to 4:30pm Mondays through Fridays except on State Government observed holidays.

Worker Signature



FTI Tracking Log

This form is used when FTI is created by recording LEVS data. When you record LEVS data, you create FTI that is confidential information that must be safeguarded. This form includes the date you used the LEVS data and created the FTI, a brief description of the FTI you created, why it was created and your name. Please circle yes when you have returned the FTI and this completed form along with the LEVS data to be secured. Please reference section III B. Security constraints. This form is used in the rare occasion where notes of the LEVS report occurred.

FTI Created	Description of FTI Created and Reason Codes	Name of Person Who Created FTI	Created FTI Secured Along with LEVS Data
			YES
			YES
			YES
			YES
			YES
			YES

RESCINDED



HUMAN SERVICES DEPARTMENT

SUSANA MARTINEZ, GOVERNOR
SIDONIE SQUIER, SECRETARY
TED ROTH, DIRECTOR

IEVS FTI KEY ASSIGNMENT VERIFICATION

I acknowledge that I have received the following key(s). I understand that these key(s) are used to access areas, rooms or containers used to secure FTI. I agree not to allow or contribute to the duplication of any unauthorized copies. It is my understanding that all keys assigned to me are to be returned if I change positions or leave the employment of this agency.

DATE KEY(S) _____

ASSIGNED: KEY(S)#: _____

EMPLOYEE WHO ASSIGNED KEY:

EMPLOYEE WHO RECEIVED KEY:

EMPLOYEE'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

DATE KEY RETURNED: _____

EMPLOYEE WHO RECEIVED RETURNED KEY:

EMPLOYEE'S SIGNATURE:





ISD Field Office IEVS Removal Log

Geo/Admin _____
Tax Year 2011

IEVS Report Tax Year	ISD Staff Member Name	Date	Page Numbers Checked Out	Check Out Time	Return Time	Witness Name Return	Witness Check Out (initials)	Witness Return (initials)

RESCINDED

Page ____ of ____

Distribution – ALL removal log sheets returned to Central Office.