



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

January 26, 1999

GENERAL LETTER NO. 14-G-AP-3

ISSUED BY: Division of Medical Services, Division of Economic Assistance, and
Division of Data Management

SUBJECT: Employees' Manual, Title 14, Chapter G, *Exchange of Data With Other
Agencies Appendix*, Title page, new; Contents (page 1), new; pages 1 through
5, new; and the following new forms:

470-3578 *IRS Audit Guide*
470-3579 *IRS Corrective Action Plan*
470-3580 *IRS Exit Summary*
470-3563 *IRS Log*
470-3589 *IRS Transmittal*

Summary

Five new forms are required for compliance with IRS regulations regarding security of federal tax data. The two IEVS (Income and Eligibility Verification System) reports considered IRS data are: IRS Match, S470X615-A, and SSA Earnings and Pension Report, S470X425-A.

The county office or institution completes *IRS Transmittal*, form 470-3589, and forwards it to the Division of Data Management within five working days of receiving the IRS reports. This transmittal provides the required documentation that the county office or institution actually received the confidential IRS reports.

Eventually, the Division of Data Management will issue this form with the actual IRS reports and forward it to the county office or institution with the IRS reports. Until then, enter key information on the Exchange template version of this form before sending it to the Division of Data Management.

IRS Log, form 470-3563, is to be used by any DHS county office or institution which receives or destroys IRS data. Update the log any time IRS data is received or destroyed. The county office or institution maintains the log for three years or until an IRS audit.

Initially, one pad of the form was distributed to each county office and institution. A modification has been made in one of the headings. Access the correct version on Microsoft Exchange, Public Folders.

IRS requires that an internal group inspect each county office and institution once every three years. The creation of an Internal Inspection Team has generated the need for the three forms described below.

IRS Audit Guide, form 470-3578, outlines the security issues that the IRS will evaluate to ensure the protection of federal tax data. Included in the guide are manual references to assist the county office or institution, if further detail is needed.

County offices and institutions may use this guide to prepare for an internal inspection or an IRS audit. When the county office or institution consider remodeling or moving offices, this guide provides direction relating to security issues.

A member of the Internal Inspection Team will complete this form during the team's visit to the county office or institution. Information from this form will be the basis for the *IRS Exit Summary*. The Internal Inspection Team will retain this form to submit with the annual IRS Safeguard Report.

IRS Exit Summary, form 470-3580, reflects the observations of the Internal Inspection Team. This information is completed by a team member and forwarded to the HSAA or superintendent after the exit conference. The county office or institution has 30 days to respond to the comments from the Inspection Team.

This form is completed in duplicate. One copy is for the HSAA or superintendent, and the other for the Internal Inspection Team. A copy of this form is submitted annually as part of the annual IRS Safeguard Report.

The HSAA, superintendent, or designee completes *IRS Corrective Action Plan*, form 470-3579, after receiving the *IRS Exit Summary*. The HSAA, superintendent, or designee develops a corrective action plan and submits the form within 30 days of receiving the *IRS Exit Summary*.

The HSAA, superintendent, or designee also completes an annual update and submits it to the Internal Inspection Team by August 15 of each year or until the next inspection. The information from these annual updates is compiled and submitted as part of the annual IRS Safeguard Report.

Effective Date

Upon receipt.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your regional administrator.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 3, 2000

GENERAL LETTER NO. 14-G-AP-4

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter G, ***EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX***, Contents (page 1), revised; pages 6 and 7, new; and forms SS-5 and SS-5 SP, *Application for a Social Security Number Card*, new.

Summary

The appendix is revised to add the Social Security Administration's *Application for a Social Security Number Card*, forms SS-5 and SS-5 SP (Spanish version), and their current instructions.

Effective Date

Upon receipt.

Material Superseded

Remove the Contents (page 1), dated January 26, 1999, from Employees' Manual, Title 14, Chapter G, Appendix, and destroy it.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

January 15, 2002

GENERAL LETTER NO. 14-G-AP-5

ISSUED BY: Division of Data Management
Division of Financial, Health, and Work Supports
Bureau of Collections

SUBJECT: Employees' Manual, Title 14, Chapter G, **EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX**, Contents (page 1), revised; pages 4 and 5, revised; and the following forms:

470-3578 *IRS Audit Guide*, revised
470-3563 *IRS Tracking Log*, revised
470-3589 *IRS Transmittal*, revised

Summary

Three forms in this chapter are revised to update and clarify policies for handling federal tax information and conducting internal reviews. The highlights of these changes include:

- ◆ The *IRS Audit Guide*, 470-3578, is revised to reflect recommendations in the recent IRS review.
- ◆ The name of form 470-3563 is changed from *IRS Log* to *IRS Tracking Log*. The retention of this form is changed from three years to five years. New fields are added to better track the IRS reports when they are distributed to IM staff. These changes are based on recommendations from the IRS and a prototype used by a county office that participated in the IRS review.
- ◆ The *IRS Transmittal*, 470-3589, is revised to indicate that the county or institution needs to notify DDM Operations of the receipt of IRS reports within five working days.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages and forms from Employees' Manual, Title 14, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 3, 2000
470-3578	1/99
4	January 26, 1999
470-3563	12/98
470-3589	11/98
5	January 26, 1999

Additional Information

All of these forms have been updated in the state-approved forms folder on Outlook. Destroy any supplies you have printed of the *IRS Log* and print supplies of the revised form from Outlook.

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

November 26, 2004

GENERAL LETTER NO. 14-G-AP-6

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter G, Appendix, **EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX**, Contents (page 1), revised; pages 1 through 7, revised; and the following forms:

SS-5	<i>Application for a Social Security Card</i> , revised
SS-5-SP	<i>Application for a Social Security Card (Spanish)</i> , revised
470-3578	<i>IRS Audit Guide</i> , revised
470-3579	<i>IRS Corrective Action Plan</i> , revised
470-3580	<i>IRS Exit Summary</i> , revised
470-3589	<i>IRS Transmittal</i> , revised

Summary

This chapter is revised to:

- ◆ Remove the reference to retaining federal tax data for one year from form 470-3578, *IRS Audit Guide*.
- ◆ Correct the retention date for form 470-3563, *IRS Tracking Log*, from three years to five years.
- ◆ Change the source information for forms SS-5 and SS-5-SP and update form samples.
- ◆ Change the Department's organizational names in the chapter and forms.
- ◆ Change program references from "Food Stamps" to "Food Assistance."
- ◆ Correct information under the "Supply" section to reflect current standard.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	January 15, 2002
470-3578	12/01
1-3	January 26, 1999
470-3579	1/99
470-3580	1/99
4, 5 *	January 15, 2002
470-3589	12/01
6, 7	October 3, 2000
SS-5	2/98
SS-5-SP	2/98

* Move the sample of form 470-3563 to precede page 7 instead of following page 4.

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

May 8, 2009

GENERAL LETTER NO. 14-G-AP-7

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter G, Appendix, **EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX**, the following forms:

SS-5 *Application for a Social Security Card*, revised
SS-5-SP *Solicitud para una tarjeta de Seguro Social*, revised

Summary

This chapter is revised to change the Social Security Administration's forms SS-5 and SS-5-SP to current versions. These forms are used to apply for a Social Security card.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter G, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
SS-5	10-2003
SS-5-SP	10-2003

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



February 25, 2011

GENERAL LETTER NO. 14-G-AP-8

ISSUED BY: Division of Data Management

SUBJECT: Employees' Manual, Title 14, Chapter G, Appendix, **EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 1 through 7, revised; and form 470-3589, *IRS Transmittal*, revised.

Summary

This chapter is revised to:

- ◆ Revise form 470-3589, *IRS Transmittal*, to:
 - Include a place to record the envelope identifier on the sealed envelope. The identifier is placed on the envelope by the Division of Data Management Operations Unit.
 - Add a checkbox for *CSC IRS Reports*.
- ◆ Add the Collection Service Center (CSC) as an office that uses the *IRS Transmittal* to provide required documentation of receiving confidential IRS reports. The *IRS Transmittal* is completed when the CSC receives a *CSC IRS Report*.
- ◆ Correct the availability of the IRS forms on Outlook and update the chapter format.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter G, Appendix:

Page	Date
Title page	January 26, 1999
Contents (p. 1)	November 26, 2004
1-6	November 26, 2004
470-3589	11/04
7	November 26, 2004

Additional Information

Refer questions about this general letter to your regional administrator or area income maintenance administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 30, 2012

GENERAL LETTER NO. 14-G-AP-9

ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 14, Chapter G, **EXCHANGE OF DATA WITH OTHER AGENCIES APPENDIX**, Title page, revised; Contents (page 1), revised; pages 4 through 7, revised; page 8, new, and the following forms:

SS-5 *Application for a Social Security Card*, revised
SS-5-SP *Solicitud para una tarjeta de Seguro Social*, revised
470-3916 *IRS Confidentiality Agreement*, new

Summary

Chapter 14-G-Appendix is revised to:

- ◆ Update the Social Security Administration's forms SS-5 and SS-5-SP to the current versions. These forms are used to apply for a Social Security card.
- ◆ Add the *IRS Confidentiality Agreement*, which is used to document a new employee's knowledge of the security requirements for IRS data.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter G, Appendix:

Page	Date
Title page	February 25, 2011
Contents (p. 1)	February 25, 2011
SS-5	05-2006
SS-5-SP	05-2006
4-7	February 25, 2011

Additional Information

Refer questions about this general letter to your area income maintenance administrator or regional child support administrator.

August 20, 2021

GENERAL LETTER NO. 14-G-AP-10

ISSUED BY: Information Security and Privacy Office
Division of Information Technology

SUBJECT: Employees' Manual, Title 14, Chapter G, Appendix, ***Exchange of Data with Other Agencies Appendix***, Title Page, Contents Page 1, page 1-3, and 4-7, revised; page 8, removed, form 470-3916, obsolete.

Summary

Chapter 14-G-Appendix is revised to:

- ◆ Remove the instructions and obsolete form 470-3916, *IRS Confidentiality Agreement*, from the appendix.
- ◆ Update style and formatting throughout

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter G, Appendix:

<u>Page</u>	<u>Date</u>
Title Page	March 30, 2012
Contents Page 1	March 30, 2012
1-3	February 25, 2011
4-8	March 30, 2012
470-3916	1/19

Additional Information

Refer questions about this general letter to the Information Security and Privacy Office.