

## MANUAL MATERIAL TRANSMISSION WV INCOME MAINTENANCE MANUAL

**DATE:** September 1, 2006 **CHANGE NUMBER:** 428

**TO:** ALL INCOME MAINTENANCE MANUAL HOLDERS

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11 - 13	3	11/03	11 - 14	3	9/06
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Appendix A	3	11/03			
			DFA-FTI-1	FORM	9/06

This change was made to add policies and procedures to ensure compliance with the requirements of Section 6103 of the Internal Revenue Service Code which mandates that access to tax returns and return information be restricted to persons whose duties require access and to whom disclosures may be made under provision of law. This change provides guidelines for protecting Federal Tax Information (FTI) and reporting unauthorized inspection and/or disclosure of FTI.

The following changes were made:

Section 3.4,D: Information was added regarding use of a cover sheet form, labels for file cabinets and reporting requirements for improper inspection or disclosure of FTI.

The new form, DFA-FTI-1, must be attached to every case file which contains FTI. Labels provided by the Internal Revenue Service must be attached to every file cabinet containing FTI. Labels may be requested from the Division of Family Assistance.

Section 3.4, Appendix A: Information was added regarding how to report improper inspection and/or disclosure of FTI.

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

RAPIDS questions should be directed to the RAPIDS Help Desk.