

Dave Lyda, TANF Program Manager

Authorized Signature

Number: AR-05-007

Issue Date: 04/20/05

Topic: Other: Child Support

Due Date: Action must be completed by 6/30/05

Subject: Child Support Individual User Profile (IUP) requirement to be met by *June 30, 2005*, for all Child Welfare and Self-Sufficiency staff

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| X Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required:

By June 30, 2005, a DHS 785T (Individual User Profile/CAF Child Support Program Screens) must be completed for every Child Welfare and every Self-Sufficiency employee and signed by a manager. This requirement applies to all current employees and any new employees hired on or before June 30, 2005.

The DHS 785T is to be retained locally in a manner that will allow, if necessary, an audit of access to Child Support Program screens.

Note: The DHS Information Security Office is currently developing a new CAF Individual User Profile (DHS 783). The DHS 783 will be used to indicate access to information systems, including Child Support Program screens, that each Child Welfare and Self-Sufficiency employee has or needs. However, regardless of when the DHS 783 is made available to the field, the DHS 785T still needs to be completed for each Child Welfare and Self-Sufficiency current employee and any employee hired on or before June 30. Because the DHS 785T is a temporary measure required to meet the provisions of the Child Support Access Agreement, following June 30, 2005, the DHS 785T will no longer be used to indicate access to Child Support screens and will be replaced by the DHS 783.

Reason for Action: Required to comply with the provisions of the Child Support Access Agreement between the Department of Human Services and the Department

of Justice.

Field/Stakeholder review: X Yes No

If yes, reviewed by: DHS Information Security Office; Operations Analysts;
Program Analysts; RACF Administrator

If you have any questions about this action request, contact:

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