

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Background Check Requirements to Access Federal Tax Information

Number: D 38

Date: 11/8/18

Approved: Signature on file

POLICY

In accordance with Internal Revenue Service (IRS) Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies (PUB 1075), Attachment A, individuals employed by SSA who have access to Federal Tax Information (FTI) must undergo a background investigation which includes a criminal history screening and citizenship/residency validation prior to being permitted access to FTI. Individuals with access to FTI must undergo reinvestigation at least every ten years.

This Policy is applicable to all current and prospective employees of SSA who have access to FTI.