

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

October 1, 2012

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TO: Commissioners, TA Directors, IEVS Contacts

FROM: Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Income Eligibility Verification System (IEVS) 1099 Processing - Revised Procedure and IEVS Contact List

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau @ 1-800-343-8859, extension 4-9344

IEVS 1099 Processing

The purpose of this General Information System (GIS) message is to remind social services districts (SSDs) of the current procedure regarding IEVS 1099 processing and to inform districts of the revised procedure in how this information will be relayed from the New York State Office of Temporary and Disability Assistance (OTDA) to the local SSD.

When 1099 tax data is received from OTDA, the SSD is required to take appropriate follow-up action within 45 days from the date the information is forwarded from OTDA to the district. Although the 1099 information forwarded from OTDA to the SSD is considered primary non-Federal Tax Information (non-FTI) documentation, it may require additional agency investigation prior to the initiation of a Temporary Assistance (TA) case action. At a minimum, SSD follow-up on this documentation must include a case record review to determine whether the information is known to the district. Action taken by the SSD, such as budget decrease or case closing must be noted in the TA case record. If the documentation received from OTDA requires no further agency action, then the district must specifically indicate in the case record that the 1099 information was reviewed and required no further case action by the SSD.

As indicated in 06-ADM-02, although the information provided to the SSD through the IEVS 1099 process is normal non-FTI documentation of income and resources and no longer falls under the security constraints of FTI, the SSD must continue to exercise great care to safeguard the confidentiality of this information.

Revised Procedure and IEVS Contact List

OTDA previously instructed SSD's to provide a 1099 IEVS Contact who would be responsible for the receipt of e-mails or faxes involving confirmed IEVS/1099 tax information. This procedure has been revised to comply with data protection mandates regarding Personal, Private and Sensitive Information (PPSI).

Effective immediately, the e-mail transmission of 1099 non-FTI tax documents from OTDA to the SSD will only occur if the SSD has provided this office with an IEVS Contact with a NYS Outlook e-mail address.

SSD's that do not have an IEVS Contact with a NYS Outlook e-mail address will receive the 1099 non-FTI tax information through United States Postal Services (USPS) first class mail. For districts that receive non-FTI by mail, OTDA will transmit an e-mail alert to the SSD IEVS Contact to serve as notification that 1099 non-FTI tax information has been mailed directly to the IEVS Contact through the USPS. The e-mail alert and the data mailed to the IEVS Contact will reflect the same date and will commence the start of the 45 day time period for agency action.

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Semi-annually OTDA IEVS staff will e-mail a reminder to SSDs to update their IEVS contacts

To ensure the appropriate dissemination and timely review of this 1099 tax data, SSD's continue to be responsible for maintaining a current IEVS Contact and immediately relaying any changes regarding the IEVS Contact directly to OTDA.

Please report any changes regarding the IEVS 1099 contact person, including name, e-mail address, telephone number, fax number and if required, the MAILING ADDRESS to OTDA at one the following:

Online: otda.sm.cees.secureroom@otda.ny.gov

Fax: Attention IEVS Staff at (518) 408-3111

By Mail: New York State
Office of Temporary and Disability Assistance
Attention: IEVS Secure Room 11-B
40 North Pearl Street
Albany, New York 12243

By Telephone: (518) 408-3001 or (518) 408-3099