

**Table of Contents**  
**Data Exchange**

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<b>3010.0000</b>	<b>Food Stamps</b>	<b>1</b>
<b>3010.0100</b>	<b>DATA EXCHANGE (FS)</b>	<b>1</b>
3010.0101	Review Types (FS)	1
3010.0102	Processing Time Standards (FS)	2
<b>3010.0200</b>	<b>SECURITY (FS)</b>	<b>2</b>
3010.0201	Employee Obligations (FS)	2
3010.0202	IRS and BEERS Data Security Requirements (FS)	3
3010.0203	SDX and BENDEX Data Security Requirements (FS)	3
<b>3020.0000</b>	<b>Temporary Cash Assistance</b>	<b>5</b>
<b>3020.0100</b>	<b>DATA EXCHANGE (TCA)</b>	<b>5</b>
3020.0101	Review Types (TCA)	5
3020.0102	Processing Time Standards (TCA)	6
<b>3020.0200</b>	<b>SECURITY (TCA)</b>	<b>6</b>
3020.0201	Employee Obligations (TCA)	7
3020.0202	IRS and BEERS Data Security Requirements (TCA)	7
3020.0203	SDX and BENDEX Data Security Requirements (TCA)	7
<b>3030.0000</b>	<b>Family-Related Medicaid</b>	<b>9</b>
<b>3030.0100</b>	<b>DATA EXCHANGE (MFAM)</b>	<b>9</b>
3030.0101	Review Types (MFAM)	9
3030.0102	Processing Time Standards (MFAM)	10
<b>3030.0200</b>	<b>SECURITY (MFAM)</b>	<b>10</b>
3030.0201	Employee Obligations (MFAM)	11
3030.0202	IRS and BEERS Data Security Requirements (MFAM)	11
3030.0203	SDX and BENDEX Data Security Requirements (MFAM)	11
<b>3040.0000</b>	<b>SSI-Related Medicaid</b>	<b>13</b>
<b>3040.0100</b>	<b>DATA EXCHANGE (MSSI)</b>	<b>13</b>
3040.0101	Review Types (MSSI)	13
3040.0102	Processing Time Standards (MSSI)	14
<b>3040.0200</b>	<b>SECURITY (MSSI)</b>	<b>14</b>
3040.0201	Employee Obligations (MSSI)	15
3040.0202	IRS and BEERS Data Security Requirements (MSSI)	15
3040.0203	SDX and BENDEX Data Security Requirements (MSSI)	15
<b>3050.0000</b>	<b>Child In Care</b>	<b>17</b>
<b>3050.0100</b>	<b>DATA EXCHANGE (CIC)</b>	<b>17</b>
3050.0101	Review Types (CIC)	17
3050.0102	Processing Time Standards (CIC)	18

**Table of Contents**  
**Data Exchange**

---

<b>3050.0200</b>	<b>SECURITY (CIC)</b> .....	<b>18</b>
3050.0201	Employee Obligations (CIC).....	18
3050.0202	IRS and BEERS Data Security Requirements (CIC).....	19
3050.0203	SDX and BENDEX Data Security Requirements (CIC).....	19
<b>3060.0000</b>	<b>Refugee Assistance Program</b> .....	<b>21</b>
<b>3060.0100</b>	<b>DATA EXCHANGE (RAP)</b> .....	<b>21</b>
3060.0101	Review Types (RAP).....	21
3060.0102	Processing Time Standards (RAP) .....	22
<b>3060.0200</b>	<b>SECURITY (RAP)</b> .....	<b>22</b>
3060.0201	Employee Obligations (RAP) .....	23
3060.0202	IRS and BEERS Data Security Requirements (RAP) .....	23
3060.0203	SDX and BENDEX Data Security Requirements (RAP) .....	23

## 3010.0000 Food Stamps

This chapter presents data exchange policy.

### 3010.0100 DATA EXCHANGE (FS)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
4. obtain previously unreported information.

To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3010.0101 Review Types (FS)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
2. **Beneficiary Data Exchange Title II (BENDEX)** - status and amount of Social Security, railroad retirement and black lung benefits,
3. **Numident** - validated Social Security numbers (SSNs), additional SSNs, or error codes indicating the reason a SSN could not be validated,
4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
6. **Unemployment Compensation Benefits (UCB)** - dates and amounts of benefits paid to individuals and reason for leaving employment, and
7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Florida Retirement System** - eligibility for and payment of retirement benefits by the State of Florida,
2. **Food Stamp Disqualification** - the state where intentional Food Stamp Program violations occurred,
3. **Internet - Out of State Unemployment Compensation** - unemployment compensation from other states paid to Florida residents,
4. **Vital Statistics** - birth, paternity and death information,
5. **Social Security Administration** - death information,
6. **40 Quarters** - number of qualifying quarters of work for noncitizens,
7. **Department of Corrections** - incarceration information,
8. **Agency for Workforce Innovation (AWI)** - information on employment, sanction imposition or sanction lifts, and
9. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.

### **3010.0102 Processing Time Standards (FS)**

As part of the application or review process, review and take action on data exchange responses, including responses received after the prior approval that required no previous action due to simplified reporting criteria.

Process beneficial changes, sanction responses, and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation Benefit (DEUC), Vital Statistics Death Match (DEDT), and Numident (DENU) responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. Action may be required for simplified reporting AGs based on whether verification is returned for other programs.

### **3010.0200 SECURITY (FS)**

IRS and BEERS exchange confidential tax and benefit information with state agencies only under the condition that the state will follow strict security guidelines in the storage, use, and disclosure of that information. This sensitive data is available to authorized Department employees through the data exchange process of FLORIDA. Contracted services employees and employees of other agencies are not permitted to view any part of the IRS or BEERS information at any time. Each employee is personally liable for any willful disclosure or misuse of the data and therefore must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Manual procedures must assure other controls. If Federal Tax Information (FTI) is inadvertently disclosed via email, the sender should immediately notify the recipient via email; to dispose of the email before opening. If the recipient opens the email, the recipient should notify the sender by the same means; that the email contained FTI.

Federal Code protects the confidentiality of federal tax information. Anyone who knowingly, or by reason of negligence discloses IRS or BEERS data is in violation of the law. An individual who discloses this information may be subject to civil action by the taxpayer in an U.S. District Court.

No liability will arise to a disclosure requested by a taxpayer or a misinterpretation of Federal Code governing this policy.

If the U.S. District Court finds in the civil action that an individual released information, and it is a willful disclosure, the defendant can be liable for \$1000 for each disclosure or actual damages, whichever is greater.

### **3010.0201 Employee Obligations (FS)**

Data exchange sources disclose sensitive information for the purpose of making accurate eligibility determinations. Inform each employee annually of personal obligations under the law to prohibit disclosure of sensitive information provided to the employee.

It is unlawful for any employee to willfully disclose to any person any IRS tax or BEERS data. Any violation is punishable as a felony. Upon conviction, the court may impose a fine in an amount not exceeding \$5,000 or imprisonment of not more than five years, or both, including the costs of prosecution. If an employee commits such an offense, the employee shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction.

Any violation that is an unauthorized inspection of income tax return information shall be punishable upon conviction by a fine in an amount not exceeding \$1000 or imprisonment for not more than one year plus the cost of prosecution.

### **3010.0202 IRS and BEERS Data Security Requirements (FS)**

The IRS mandates any agency obtaining IRS tax and BEERS data to maintain strict security guidelines. Do not print, fax, email, copy, or store information from BEERS or IRS responses. If this information is inadvertently printed, follow the following procedures:

1. Secure any screen print of IRS or BEERS data from the system under lock and key and destroy it immediately after review with the individual.
2. Do not exceed 45 days from the time of initial receipt of data to destruction of the data.
3. Do not photocopy the data.

There is a prohibition against recording IRS as the source of the information. Record only the results of the review of the data.

Do not, under any circumstances, place a copy of the IRS tax data in the case record or document imaging system. When destroying the hardcopy, shred it by machine into strips not larger than 5/16th of an inch wide and cut it perpendicular to the printing.

The Region or Circuit is to maintain a log of shredded information, including the item shredded, the date and the name of the individual who completed the shredding. Maintain the log for five years.

Do not retain any third party request for additional verification on IRS or BEERS data in the case record and treat the request with the same security provisions as the actual IRS or BEERS response. Retain the third party response in the case record only if it does not contain return information. Return information is information obtained through an IRS or BEERS match that contains data not otherwise available to the Department.

If the customer **denies** knowledge of the income/asset, the customer must be pended for additional information about the account, staff must not reveal the source of the information to the customer. If the requested information is received from the customer, update the case with the information, and enter on CLRC and AMS. If the requested information is not received, and assets are a factor of eligibility for the benefits the customer receives, staff must follow the standard denial process, ensuring Continuous Medicaid coverage. **Note:** For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action to deny can be taken at any time during the eligibility period. For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits.

**3010.0203 SDX and BENDEX Data Security Requirements (FS)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
2. Support for administration of other federally funded programs (food stamps, social services, etc.).

Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.

## 3020.0000 Temporary Cash Assistance

This chapter presents data exchange policy.

### 3020.0100 DATA EXCHANGE (TCA)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
4. obtain previously unreported information.

To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3020.0101 Review Types (TCA)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
2. **Beneficiary Data Exchange Title II (BENDEX)** - status and amount of Social Security, railroad retirement and black lung benefits,
3. **Numident** - validated Social Security numbers (SSNs), additional SSNs, or error codes indicating the reason a SSN could not be validated,
4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
6. **Unemployment Compensation Benefits (UCB)** - dates and amounts of benefits paid to individuals and reason for leaving employment, and
7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Florida Retirement System** - eligibility for and payment of retirement benefits by the State of Florida,
2. **Internet - Out of State Unemployment Compensation** - unemployment compensation from other states paid to Florida residents,
3. **Local School Districts** - school attendance, school name, location and grade level of each student matched,
4. **Vital Statistics** - birth, paternity and death information,
5. **Social Security Administration** - death information,
6. **Department of Corrections** - incarceration information,
7. **Agency for Workforce Innovation (AWI)** - information on employment, sanction imposition or sanction lifts, and
8. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.
9. **National Registry of New Hires** - new hires and quarterly employment information on TANF Title IV-A Adults.

#### **3020.0102 Processing Time Standards (TCA)**

As part of the application or review process, review and take action on data exchange responses. Act upon other data exchange responses as reported changes.

Process sanction responses and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation (DEUC), Vital Statistics, Numident (DENU), and Department of Education responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. After the response is verified, take action allowing for 10-day adverse notice.

#### **3020.0200 SECURITY (TCA)**

IRS and BEERS exchange confidential tax and benefit information with state agencies only under the condition that the state will follow strict security guidelines in the storage, use, and disclosure of that information. This sensitive data is available to authorized Department employees through the data exchange process of FLORIDA. Contracted services employees and employees of other agencies are not permitted to view any part of the IRS or BEERS information at any time. Each employee is personally liable for any willful disclosure or misuse of the data and therefore must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Manual procedures must assure other controls. If Federal Tax Information (FTI) is inadvertently disclosed via email, the sender should immediately notify the recipient via email; to dispose of the email before opening. If the recipient opens the email, the recipient should notify the sender by the same means; that the email contained FTI.

Federal Code protects the confidentiality of federal tax information. Anyone who knowingly, or by reason of negligence discloses IRS or BEERS data is in violation of the law. An individual who discloses this information may be subject to civil action by the taxpayer in an U.S. District Court.

No liability will arise to a disclosure requested by a taxpayer or a misinterpretation of Federal Code governing this policy.



If the U.S. District Court finds in the civil action that an individual released information, and it is a willful disclosure, the defendant can be liable for \$1000 for each disclosure or actual damages, whichever is greater.

### **3020.0201 Employee Obligations (TCA)**

Data exchange sources disclose sensitive information for the purpose of making accurate eligibility determinations. Inform each employee annually of personal obligations under the law to prohibit disclosure of sensitive information provided to the employee.

It is unlawful for any employee to willfully disclose to any person any IRS tax or BEERS data. Any violation is punishable as a felony. Upon conviction, the court may impose a fine in an amount not exceeding \$5,000 or imprisonment of not more than five years, or both, including the costs of prosecution. If an employee commits such an offense, the employee shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction.

Any violation that is an unauthorized inspection of income tax return information shall be punishable upon conviction by a fine in an amount not exceeding \$1000 or imprisonment for not more than one year plus the cost of prosecution.

### **3020.0202 IRS and BEERS Data Security Requirements (TCA)**

The IRS mandates any agency obtaining IRS tax and BEERS data to maintain strict security guidelines. Do not print, fax, email, copy, or store information from BEERS or IRS responses. If this information is inadvertently printed, follow the following procedures:

1. Secure any screen print of IRS or BEERS data from the system under lock and key and destroy it immediately after review with the individual.
2. Do not exceed 45 days from the time of initial receipt of data to destruction of the data.
3. Do not photocopy the data.

There is a prohibition against recording IRS as the source of the information. Record only the results of the review of the data.

Do not, under any circumstances, place a copy of the IRS tax data in the case record or document imaging system. When destroying the hardcopy, shred it by machine into strips not larger than 5/16th of an inch wide and cut it perpendicular to the printing.

The Region or Circuit is to maintain a log of shredded information, including the item shredded, the date and the name of the individual who completed the shredding. Maintain the log for five years.

Do not retain any third party request for additional verification on IRS or BEERS data in the case record and treat the request with the same security provisions as the actual IRS or BEERS response. Retain the third party response in the case record only if it does not contain return information. Return information is information obtained through an IRS or BEERS match that contains data not otherwise available to the Department.

If the customer **denies** knowledge of the income/asset, the customer must be pended for additional information about the account, staff must not reveal the source of the information to the customer. If the requested information is received from the customer, update the case with the information, and enter on CLRC and AMS. If the requested information is not received, and assets are a factor of eligibility for the benefits the customer receives, staff must follow the standard denial process, ensuring Continuous Medicaid coverage. **Note:** For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action to deny can be taken

at any time during the eligibility period. For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits.

**3020.0203 SDX and BENDEX Data Security Requirements (TCA)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
2. Support for administration of other federally funded programs (food stamps, social services, etc.).

Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.

## 3030.0000 Family-Related Medicaid

This chapter presents data exchange policy.

### 3030.0100 DATA EXCHANGE (MFAM)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
4. obtain previously unreported information.

To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3030.0101 Review Types (MFAM)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
2. **Beneficiary Data Exchange Title II (BENDEX)** - status and amount of Social Security, railroad retirement and black lung benefits,
3. **Numident** - validated Social Security numbers (SSNs), additional SSNs, or error codes indicating the reason a SSN could not be validated,
4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
6. **Unemployment Compensation Benefits (UCB)** - dates and amounts of benefits paid to individuals and reason for leaving employment, and
7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Florida Retirement System** - eligibility for and payment of retirement benefits by the State of Florida,
2. **Internet - Out of State Unemployment Compensation** - unemployment compensation from other states paid to Florida residents,
3. **Vital Statistics** - birth, paternity and death information,
4. **Social Security Administration** - death information,
5. **Department of Corrections** - incarceration information, and
6. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.

### **3030.0102 Processing Time Standards (MFAM)**

As part of the application or review process, review and take action on data exchange responses. Act upon other data exchange responses as reported changes.

Process sanction responses and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation DEUC), Vital Statistics, and Numident (DENU) responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. After the response is verified, take action allowing for 10-day adverse notice.

### **3030.0200 SECURITY (MFAM)**

IRS and BEERS exchange confidential tax and benefit information with state agencies only under the condition that the state will follow strict security guidelines in the storage, use, and disclosure of that information. This sensitive data is available to authorized Department employees through the data exchange process of FLORIDA. Contracted services employees and employees of other agencies are not permitted to view any part of the IRS or BEERS information at any time. Each employee is personally liable for any willful disclosure or misuse of the data and therefore must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Manual procedures must assure other controls. If Federal Tax Information (FTI) is inadvertently disclosed via email, the sender should immediately notify the recipient via email; to dispose of the email before opening. If the recipient opens the email, the recipient should notify the sender by the same means; that the email contained FTI.

Federal Code protects the confidentiality of federal tax information. Anyone who knowingly, or by reason of negligence discloses IRS or BEERS data is in violation of the law. An individual who discloses this information may be subject to civil action by the taxpayer in an U.S. District Court.

No liability will arise to a disclosure requested by a taxpayer or a misinterpretation of Federal Code governing this policy.

If the U.S. District Court finds in the civil action that an individual released information, and it is a willful disclosure, the defendant can be liable for \$1000 for each disclosure or actual damages, whichever is greater.

**3030.0201 Employee Obligations (MFAM)**

Data exchange sources disclose sensitive information for the purpose of making accurate eligibility determinations. Inform each employee annually of personal obligations under the law to prohibit disclosure of sensitive information provided to the employee.

It is unlawful for any employee to willfully disclose to any person any IRS tax or BEERS data. Any violation is punishable as a felony. Upon conviction, the court may impose a fine in an amount not exceeding \$5,000 or imprisonment of not more than five years, or both, including the costs of prosecution. If an employee commits such an offense, the employee shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction.

Any violation that is an unauthorized inspection of income tax return information shall be punishable upon conviction by a fine in an amount not exceeding \$1000 or imprisonment for not more than one year plus the cost of prosecution.

**3030.0202 IRS and BEERS Data Security Requirements (MFAM)**

The IRS mandates any agency obtaining IRS tax and BEERS data to maintain strict security guidelines. Do not print, fax, email, copy, or store information from BEERS or IRS responses. If this information is inadvertently printed, follow the following procedures:

1. Secure any screen print of IRS or BEERS data from the system under lock and key and destroy it immediately after review with the individual.
2. Do not exceed 45 days from the time of initial receipt of data to destruction of the data.
3. Do not photocopy the data.

There is a prohibition against recording IRS as the source of the information. Record only the results of the review of the data.

Do not, under any circumstances, place a copy of the IRS tax data in the case record or document imaging system. When destroying the hardcopy, shred it by machine into strips not larger than 5/16th of an inch wide and cut it perpendicular to the printing.

The Region or Circuit is to maintain a log of shredded information, including the item shredded, the date and the name of the individual who completed the shredding. Maintain the log for five years.

Do not retain any third party request for additional verification on IRS or BEERS data in the case record and treat the request with the same security provisions as the actual IRS or BEERS response. Retain the third party response in the case record only if it does not contain return information. Return information is information obtained through an IRS or BEERS match that contains data not otherwise available to the Department.

If the customer **denies** knowledge of the income/asset, the customer must be pended for additional information about the account, staff must not reveal the source of the information to the customer. If the requested information is received from the customer, update the case with the information, and enter on CLRC and AMS. If the requested information is not received, and assets are a factor of eligibility for the benefits the customer receives, staff must follow the standard denial process, ensuring Continuous Medicaid coverage. **Note:** For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action to deny can be taken at any time during the eligibility period. For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits.

**3030.0203 SDX and BENDEX Data Security Requirements (MFAM)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
2. Support for administration of other federally funded programs (food stamps, social services, etc.).

Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.

## 3040.0000 SSI-Related Medicaid

This chapter presents data exchange policy.

### 3040.0100 DATA EXCHANGE (MSSI)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
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To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3040.0101 Review Types (MSSI)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
2. **Beneficiary Data Exchange Title II (BENDEX)** - status and amount of Social Security, railroad retirement and black lung benefits,
3. **Numident** - validated Social Security numbers (SSNs), additional SSNs, or error codes indicating the reason a SSN could not be validated,
4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
6. **Unemployment Compensation Benefits (UCB)** - dates and amounts of benefits paid to individuals and reason for leaving employment, and
7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Florida Retirement System** - eligibility for and payment of retirement benefits by the State of Florida,
2. **Internet - Out of State Unemployment Compensation** - unemployment compensation from other states paid to Florida residents,
3. **Vital Statistics** - birth, paternity and death information,
4. **Social Security Administration** - death information,
5. **Department of Corrections** - incarceration information, and
6. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.

#### **3040.0102 Processing Time Standards (MSSI)**

As part of the application or review process, review and take action on data exchange responses. Act upon other data exchange responses as reported changes.

Process sanction responses and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation (DEUC), Vital Statistics, and Numident (DENU) responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. After the response is verified, take action allowing for 10-day adverse notice.

#### **3040.0200 SECURITY (MSSI)**

IRS and BEERS exchange confidential tax and benefit information with state agencies only under the condition that the state will follow strict security guidelines in the storage, use, and disclosure of that information. This sensitive data is available to authorized Department employees through the data exchange process of FLORIDA. Contracted services employees and employees of other agencies are not permitted to view any part of the IRS or BEERS information at any time. Each employee is personally liable for any willful disclosure or misuse of the data and therefore must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Manual procedures must assure other controls. If Federal Tax Information (FTI) is inadvertently disclosed via email, the sender should immediately notify the recipient via email; to dispose of the email before opening. If the recipient opens the email, the recipient should notify the sender by the same means; that the email contained FTI.

Federal Code protects the confidentiality of federal tax information. Anyone who knowingly, or by reason of negligence discloses IRS or BEERS data is in violation of the law. An individual who discloses this information may be subject to civil action by the taxpayer in an U.S. District Court.

No liability will arise to a disclosure requested by a taxpayer or a misinterpretation of Federal Code governing this policy.

If the U.S. District Court finds in the civil action that an individual released information, and it is a willful disclosure, the defendant can be liable for \$1000 for each disclosure or actual damages, whichever is greater.



**3040.0201 Employee Obligations (MSSI)**

Data exchange sources disclose sensitive information for the purpose of making accurate eligibility determinations. Inform each employee annually of personal obligations under the law to prohibit disclosure of sensitive information provided to the employee.

It is unlawful for any employee to willfully disclose to any person any IRS tax or BEERS data. Any violation is punishable as a felony. Upon conviction, the court may impose a fine in an amount not exceeding \$5,000 or imprisonment of not more than five years, or both, including the costs of prosecution. If an employee commits such an offense, the employee shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction.

Any violation that is an unauthorized inspection of income tax return information shall be punishable upon conviction by a fine in an amount not exceeding \$1000 or imprisonment for not more than one year plus the cost of prosecution.

**3040.0202 IRS and BEERS Data Security Requirements (MSSI)**

The IRS mandates any agency obtaining IRS tax and BEERS data to maintain strict security guidelines. Do not print, fax, email, copy, or store information from BEERS or IRS responses. If this information is inadvertently printed, follow the following procedures:

1. Secure any screen print of IRS or BEERS data from the system under lock and key and destroy it immediately after review with the individual.
2. Do not exceed 45 days from the time of initial receipt of data to destruction of the data.
3. Do not photocopy the data.

There is a prohibition against recording IRS as the source of the information. Record only the results of the review of the data.

Do not, under any circumstances, place a copy of the IRS tax data in the case record or document imaging system. When destroying the hardcopy, shred it by machine into strips not larger than 5/16th of an inch wide and cut it perpendicular to the printing.

The Region or Circuit is to maintain a log of shredded information, including the item shredded, the date and the name of the individual who completed the shredding. Maintain the log for five years.

Do not retain any third party request for additional verification on IRS or BEERS data in the case record and treat the request with the same security provisions as the actual IRS or BEERS response. Retain the third party response in the case record only if it does not contain return information. Return information is information obtained through an IRS or BEERS match that contains data not otherwise available to the Department.

If the customer **denies** knowledge of the income/asset, the customer must be pended for additional information about the account, staff must not reveal the source of the information to the customer. If the requested information is received from the customer, update the case with the information, and enter on CLRC and AMS. If the requested information is not received, and assets are a factor of eligibility for the benefits the customer receives, staff must follow the standard denial process, ensuring Continuous Medicaid coverage. **Note:** For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action to deny can be taken at any time during the eligibility period. For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits.

**3040.0203 SDX and BENDEX Data Security Requirements (MSSI)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
2. Support for administration of other federally funded programs (food stamps, social services, etc.).

Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.

## 3050.0000 Child In Care

This chapter presents data exchange policy.

### 3050.0100 DATA EXCHANGE (CIC)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
4. obtain previously unreported information.

To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3050.0101 Review Types (CIC)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
2. **Beneficiary Data Exchange Title II (BENDEX)** - status and amount of Social Security, railroad retirement and black lung benefits,
3. **Numident** - validated Social Security numbers (SSNs), additional SSNs, or error codes indicating the reason a SSN could not be validated,
4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
6. **Unemployment Compensation Benefits (UCB)** - dates and amounts of benefits paid to individuals and reason for leaving employment, and
7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Vital Statistics** - birth, paternity and death information,
2. **Social Security Administration** - death information,
3. **Department of Corrections** - incarceration information, and
4. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.

#### **3050.0102 Processing Time Standards (CIC)**

As part of the application or review process, review and take action on data exchange responses. Act upon other data exchange responses as reported changes.

Process sanction responses and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation (DEUC), Vital Statistics, and Numident (DENU) responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. After the response is verified, take action allowing for 10-day adverse notice.

#### **3050.0200 SECURITY (CIC)**

IRS and BEERS exchange confidential tax and benefit information with state agencies only under the condition that the state will follow strict security guidelines in the storage, use, and disclosure of that information. This sensitive data is available to authorized Department employees through the data exchange process of FLORIDA. Contracted services employees and employees of other agencies are not permitted to view any part of the IRS or BEERS information at any time. Each employee is personally liable for any willful disclosure or misuse of the data and therefore must be aware of the security procedures and penalties for improper use or disclosure. Some security controls are built into the automated system. Manual procedures must assure other controls. If Federal Tax Information (FTI) is inadvertently disclosed via email, the sender should immediately notify the recipient via email; to dispose of the email before opening. If the recipient opens the email, the recipient should notify the sender by the same means; that the email contained FTI.

Federal Code protects the confidentiality of federal tax information. Anyone who knowingly, or by reason of negligence discloses IRS or BEERS data is in violation of the law. An individual who discloses this information may be subject to civil action by the taxpayer in an U.S. District Court.

No liability will arise to a disclosure requested by a taxpayer or a misinterpretation of Federal Code governing this policy.

If the U.S. District Court finds in the civil action that an individual released information, and it is a willful disclosure, the defendant can be liable for \$1000 for each disclosure or actual damages, whichever is greater.

#### **3050.0201 Employee Obligations (CIC)**

Data exchange sources disclose sensitive information for the purpose of making accurate eligibility determinations. Inform each employee annually of personal obligations under the law to prohibit disclosure of sensitive information provided to the employee.

It is unlawful for any employee to willfully disclose to any person of any IRS tax or BEERS data. Any violation is punishable as a felony. Upon conviction, the court may impose a fine in an amount not exceeding \$5,000 or imprisonment of not more than five years, or both, including the

costs of prosecution. If an employee commits such an offense, the employee shall, in addition to any other punishment, be dismissed from office or discharged from employment upon conviction.

Any violation that is an unauthorized inspection of income tax return information shall be punishable upon conviction by a fine in an amount not exceeding \$1000 or imprisonment for not more than one year plus the cost of prosecution.

#### **3050.0202 IRS and BEERS Data Security Requirements (CIC)**

The IRS mandates any agency obtaining IRS tax and BEERS data to maintain strict security guidelines. Do not print, fax, email, copy, or store information from BEERS or IRS responses. If this information is inadvertently printed, follow the following procedures:

1. Secure any screen print of IRS or BEERS data from the system under lock and key and destroy it immediately after review with the individual.
2. Do not exceed 45 days from the time of initial receipt of data to destruction of the data.
3. Do not photocopy the data.

There is a prohibition against recording IRS as the source of the information. Record only the results of the review of the data.

Do not, under any circumstances, place a copy of the IRS tax data in the case record or document imaging system. When destroying the hardcopy, shred it by machine into strips not larger than 5/16th of an inch wide and cut it perpendicular to the printing.

The Region or Circuit is to maintain a log of shredded information, including the item shredded, the date and the name of the individual who completed the shredding. Maintain the log for five years.

Do not retain any third party request for additional verification on IRS or BEERS data in the case record and treat the request with the same security provisions as the actual IRS or BEERS response. Retain the third party response in the case record only if it does not contain return information. Return information is information obtained through an IRS or BEERS match that contains data not otherwise available to the Department.

If the customer **denies** knowledge of the income/asset, the customer must be pended for additional information about the account, staff must not reveal the source of the information to the customer. If the requested information is received from the customer, update the case with the information, and enter on CLRC and AMS. If the requested information is not received, and assets are a factor of eligibility for the benefits the customer receives, staff must follow the standard denial process, ensuring Continuous Medicaid coverage. **Note:** For combination cases (food assistance (FA)/ Temporary Cash Assistance (TCA)/ Medicaid) action to deny can be taken at any time during the eligibility period. For Simplified Reporting FA only cases, action to deny can only be taken at application or renewal of benefits.

#### **3050.0203 SDX and BENDEX Data Security Requirements (CIC)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
2. Support for administration of other federally funded programs (food stamps, social services, etc.).

Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In

addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.

## 3060.0000 Refugee Assistance Program

This chapter presents data exchange policy.

### 3060.0100 DATA EXCHANGE (RAP)

Data exchange is a sharing of electronic information between the Department and other agencies or systems.

The Department performs data exchanges to comply with the Income and Eligibility Verification System (IEVS) regulations and to:

1. validate and/or identify multiple SSNs,
2. verify the receipt of benefits from other sources,
3. verify reported information, and
4. obtain previously unreported information.

To perform data matches with various state and federal agencies, the Department uses the Social Security numbers (SSNs) of individuals who are applying for or receiving assistance or who have their income or assets counted or deemed in the SFU. If an individual has multiple SSNs, the system matches against all SSNs.

The frequency and timeliness of Department data exchanges vary depending on the data exchange source, the method of the exchange and the timing of updates to data in other files. Data exchanges are automatically requested as part of the client registration or application entry process for each case member with a social security number and are available the following day.

If the data exchange produces a match, FLORIDA compares the exchange response with the information already on file. If the reported information is different or new, the discrepancy serves as an alert to take action to review information and resolve any discrepancy. Resolving discrepancies may require a contact with the individual, collection of additional verifications, correction of the information entered in the system and/or a referral to the BR unit.

### 3060.0101 Review Types (RAP)

**IEVS:** IEVS is a federally required automated income and eligibility information matching system that uses the individual's SSN to obtain data from various state and federal agencies.

The IEVS data exchanges are:

1. **Benefit Earning Exchange Reports System (BEERS)** - individual's earnings reported to IRS on W-2 forms,
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4. **Internal Revenue Service (IRS)** - unearned income as reported to IRS on the 1099 form,
5. **State Data Exchange (SDX)** - status and amount of Supplemental Security Income benefits to aged, blind or disabled individuals,
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7. **Wages** - gross quarterly earnings and employer data.

The Non-IEVS data exchanges are:

1. **Florida Retirement System** - eligibility for and payment of retirement benefits by the State of Florida,
2. **Internet - Out of State Unemployment Compensation** - unemployment compensation from other states paid to Florida residents,
3. **Vital Statistics** - birth, paternity and death information,
4. **Social Security Administration** - death information,
5. **Department of Corrections** - incarceration information,
6. **Agency for Workforce Innovation (AWI)** - information on employment, sanction imposition or sanction lifts, and
7. **New Hire/Rehire** - state directory of employment information on individuals who are new hires or rehires.

#### **3060.0102 Processing Time Standards (RAP)**

As part of the application or review process, review and take action on data exchange responses. Act upon other data exchange responses as reported changes.

Process sanction responses and review Social Security (BENDEX), Supplemental Security Income (SDX), Unemployment Compensation (DEUC) Vital Statistics, and Numident (DENU) responses considered verified upon receipt and dispose of them within 10 calendar days allowing for 10-day adverse notice. ACCESS Integrity staff will process prison incarceration information received directly from the Department of Corrections within these same time standards.

Dispose of all other responses that are not verified upon receipt within 45 calendar days. After the response is verified, take action allowing for 10-day adverse notice.

#### **3060.0200 SECURITY (RAP)**

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**3060.0203 SDX and BENDEX Data Security Requirements (RAP)**

Use information obtained from SDX and BENDEX only for the following purposes:

1. Establishment and maintenance of state supplementation and Medicaid eligibility files.
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Any employee who willfully discloses confidential SDX and BENDEX information for purposes other than those cited shall be guilty of a misdemeanor and fined not more than \$5,000. In addition, improper disclosure of confidential SSA data may result in disciplinary action, up to and including dismissal, civil penalties, or criminal penalties.