

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



August 23, 2018

CSSP LETTER: 18-03

ALL IV-D DIRECTORS  
 ALL COUNTY ADMINISTRATIVE OFFICERS  
 ALL BOARDS OF SUPERVISORS

SUBJECT: MANDATORY SECURITY AWARENESS FOR EVERYONE (SAFE)  
 TRAINING

REFERENCE: SUPERSEDES CSS LETTER 14-13, dated January 6, 2015.

PURPOSE: To inform Department of Child Support Services (DCSS) employees, local child support agencies (LCSAs), and third-party organizations of the mandatory annual Security Awareness For Everyone (SAFE) Training. This training has replaced the previous Information Security Awareness Training that was located on Child Support University.

POLICY: DCSS is mandated by law to protect and secure child support information, including personally identifiable information and federal tax information. In order to achieve child support program security goals, all employees who access child support information must understand the importance of information security and their individual responsibilities pertaining to DCSS information assets, and provide evidence of their understanding by certifying completion of SAFE training.

BACKGROUND: Security awareness training upon hire and annually thereafter is mandated by both the federal and state and governments. It is important to note that the training is to be taken by all staff and vendors who have access to child support information or child support information assets.

ACTION: All employees who access (the ability to obtain or make use of) child support information are required at the time of hire, and then annually thereafter, to certify their understanding of the importance of protecting child support information at all times (IRS Publication 1075, Section 6.3; SIMM 5305-A; SAM 5305.4; SAM 5320; DCSS Information Security Manual, Section 8000), by completing SAFE training.

Reason for this Transmittal

- State Law, Regulation and/or Change
- Federal Law, Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

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CONTACT: If you have any questions or concerns regarding this matter, please contact the DCSS Information Security Office at (916) 464-5045.

Sincerely,

*o/s*

TERESE MATCHIM  
Acting Chief Information Security Officer