

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF CHILD SUPPORT SERVICES

UNAX CERTIFICATION

DCSS 0570 (03/16/06)

UNAX is an acronym which is used to describe unauthorized access to or disclosure of federal tax information (FTI). FTI is information obtained from tax returns, such as social security numbers, address, filing status, amount and nature of income, and number of dependents. California Child Support Automation System databases include FTI. FTI may also be embedded in other media, such as paper, CDs, on desktop hard drives, or laptop hard drives. It is not always possible for an employee or contractor to determine whether the source of child support information they access is FTI or another source. Only individuals with a business need to know are authorized to access child support information.

Employees and contractors should not inspect (obtain access and view) or disclose child support information unless there is a business need to do so. There are severe consequences for unauthorized access or disclosure of FTI including:
Criminal Penalties

Unlawful Disclosure	It is against the law for State employees or contractors to willfully disclose FTI to unauthorized persons.
Unlawful Disclosure Consequences	Any violation of the unlawful disclosure rule is a felony punishable by a fine of up to \$5,000, or imprisonment of up to 5 years, or both, plus the costs of prosecution.
Unlawful Inspection	It is against the law for State employees or contractors to willfully inspect (obtain access to and view) FTI unless they are authorized to do so.
Unlawful Inspection Consequences	Any violation of the unlawful inspection rule is punishable by a fine of up to \$1,000, or imprisonment of up to 1 year, or both, plus the costs of prosecution.

Civil Liability

Liability	A taxpayer is entitled to sue an employee or contractor that knowingly or negligently inspects or discloses their FTI.
Damages	Upon a finding of liability, the defendant is liable to the taxpayer in a sum equal to the greater of \$1,000 for each act of unauthorized inspection or disclosure of FTI, or the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure.

I Certify that I have read the above information and understand that I may be subject to civil and criminal penalties if I unlawfully disclose or inspect federal tax information.

PRINTED NAME

SIGNATURE

DATE

DIVISION

SECTION