On-Site Security Review

Local/Benefit Office Address: _____   Review Date: _____

EBT Site Coordinator: _____   Last Review: _____

Immediate Supervisor: _____   Reviewer: _____

Review Months/Year: _____

	Office Security Procedures (Security and Accountability [SAH] reference in parentheses)	Yes	No	N/A	If no, explanation or comments
1.	Are the local/benefit office security procedures consistent with the regional security procedures and the SAH? (2400, 2620, 7000)				
2.	Are the people listed on the regional and/or local security plan authorized Electronic Benefit Transfer (EBT) staff? (3000, 5000, 7110)				
3.	Are the people with EBT system access permissions consistent with the level of access of their assigned EBT position? (2620, 2640, 3000, 5100)				
4.	Is there a current contingency plan for EBT issuance in the local/benefit office security procedures? (7000)				
5.	Are there security procedures for mailing Lone Star cards and are they being followed? (2400, 4430)				
6.	Are staff aware of special procedures for home-visits or hospital-based advisors who handle Lone Star cards and are they being followed? (Form H1172 and Form H1173 Instructions, Texas Works Handbook [TWH] B-233)				
7.	Is the separation of duties for ordering, receiving, storing, issuing and accounting for Lone Star cards approved? (2620, 3000, 4000, 4100, 4200, 4300)				

	Physical and Data Security	**Yes**	**No**	**N/A**	**If no, explanation or comments**
8.	Is there documentation indicating Lone Star cards are physically counted upon receipt? (2620, 3100, 4300)				
9.	Are the procedures followed on how to secure Lone Star cards after a physical inventory (e.g., box/envelope of a set number of cards/ is sealed with tape and the exterior of the box/envelope marked with the beginning/ending personal account number [PAN]? (3100, 4300)				
10.	Are Lone Star cards that EBT clerks keep overnight in their workstations locked in a file cabinet, drawer or safe? (2640, 4320)				
11.	Do EBT clerks lock the daily supply when leaving their workstations? (2640)				
12.	Are keys to locked file cabinets and safes kept secured? (2620)				
13.	Is there a periodic physical inventory of unused Lone Star cards during the day, week or month? (2620)				
14.	Is the location of the EBT system in a restrictive area, if applicable? (5400)				
15.	Is the EBT clerk's computer placed so that individuals passing by cannot see monitor screens? (5400)				
16.	Do EBT staff sign off when leaving their workstations? (2640)				

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	Record Control	**Yes**	**No**	**N/A**	**If no, explanation or comments**
17.	Is there a signed receipt or documentation of the delivery of Lone Star materials? (2620, 4200)				
18.	Is Form H1177, Transmittal and Receipt for Controlled EBT Documents, used when Lone Star cards are given to the EBT clerks, and are they completed properly? (2620, 2640, 4320)				
19.	Are Lone Star cards given to EBT clerks in increments of 25 or other approved increments with Form H1173, EBT Card Issuance and PIN Self-Selection/Issuance Log, having PANs listed on it? (4320)				

20.	Is there an Appendix VIII, Void/Return Log, for voided/returned Lone Star cards and was it completed properly? (2620, 4410, 4420)				
21.	Are voided/returned Lone Star cards immediately deactivated on the EBT system? (2620, 4420)				
22.	Are the Lone Star cards issued in sequential order? (2620, 2640)				
23.	Does the EBT clerk check each individual's ID and obtain the individual's signature on Form H1173 when issuing Lone Star cards? (Form H1173 Instructions)				
24.	Is Form H1173 maintained and completed correctly? (2620, Form H1173 Instructions)				
25.	Is Form H1172, EBT Card, PIN and Data Entry Request, completed correctly in the office and at home visits? (Form H1172 Instructions)				
26.	Is Form H1174, Inventory of EBT Cards completed correctly and submitted timely for Lone Star cards? (2300, 3100, Form H1174 Instructions)				
27.	Is Form H1172 signed and dated by the issuance clerk within three workdays of the request date? (2640)				

	Administrative Terminal and TIERS	**Yes**	**No**	**N/A**	**If no, explanation or comments**
28.	Is the separation of duties for EBT and Texas Integrated Eligibility Redesign System (TIERS) acceptable? (3000)				
29.	Is the EBT report printed correctly and daily, including weekends and holidays? (2620, 5300)				
30.	Is the EBT report reconciled daily with Forms H1172, H1173, H1175 and Appendix VIII and is it signed and dated by the EBT site coordinator or backup person to validate reconciliation? (2620, 5300)				
31.	Is Form H1172 submitted to the EBT clerk before requesting or issuing a Lone Star card on the EBT system and when a Lone Star card is given to an individual during a home visit? (TWH)				
32.	Is the EBT system used to authorize benefits when TIERS is unavailable? (5200)				
33.	Is the Eligibility Determination Group (EDG) processed in TIERS within three days after authorizing benefits through the EBT system? (Appendix I)				
34.	Are discrepancies found during the EBT report reconciliation or EBT issuance process resolved on the same day or not later than three workdays? (5300)				
35.	Did EBT staff ask for your HHSC identification before giving you access to EBT documents?				
36.	Is Form H1175, Authorization for Administrative Terminal Application Action, completed correctly?				
37.	Is the EBT report reconciled with Form H1175 entries and/or TIERS inquiry when benefits are issued on the EBT system? (5300)				
38.	Is Form H1175 submitted to the EBT clerk when authorizing benefits through the EBT system? (TWH)				