CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. Box 419064, Rancho Cordova, CA 95741-9064

Reason for this Transmittal

[ ] State Law or Regulation
     Change
[ ] Federal Law or Regulation
     Change
[ ] Court Order or Settlement
     Change
[ ] Clarification requested by
     One or More Counties
[X] Initiated by DCSS

August 21, 2006

LCSA LETTER: 06-08

ALL IV-D DIRECTORS

SUBJECT: RESPONSIBILITIES OF CALIFORNIA CHILD SUPPORT
            AUTOMATION SYSTEM SECURITY ADMINISTRATOR

An audit by the California Child Support Automation System (CCSAS) Statewide Systems (SWS) Security Administrator, disclosed that some Local Child Support Agency (LCSA) SWS System Administrators have elevated non-System Administrator accounts to System Administrator security profiles. This activity can be a major contributory factor to the failures/breaches of CCSAS system security. This is outlined in the access control section of ISO/IEC 17799:2005 – "Information Technology – Security Techniques – Code of Practice for Information Security Management" and the Department of Child Support Services ISM 2100 Access Control Standard.

System Administrator duties are restricted to adding/inactivating user accounts, assigning initial security profiles, and changing/resetting passwords. Any elevation to the System Administrator security profile must be performed by the CCSAS Security Administrator.

Until further notice, all requests for addition to the System Administrator security profile will be forwarded to the CCSAS SWS Security Administrator using the "CCSAS Production System Access Request Form" (Form-30157-2.0-011806). The completed form should be emailed to CCSASSWSSecurityAdministrator@ftb.ca.gov. The CCSAS Security Administrator will review and act on the request within 2 business days of receipt of the request.

If you have any questions or concerns regarding this matter, please contact
Sutton Fong at (916) 464-5602.

Sincerely,
o/s/Tamara Armstrong

TAMARA ARMSTRONG
Chief Information Security Officer

Enclosure: Form-30157-2.0-011806

CCSAS PRODUCTION SYSTEM ACCESS REQUEST FORM

(FILL IN ALL APPLICABLE INFORMATION TO REQUEST ACCESS TO A CCSAS PRODUCTION SYSTEM)

- This user must complete security awareness training prior to receiving access to any system containing DCSS child support data.
- A signed DCSS Confidentiality Statement must be on file for this user.
- ILLEGAL USAGE of a computer system within the State of California is a public offense, punishable under Section 502 of the California Penal Code.

ACTION REQUESTED (PUT AN X IN THE APPROPRIATE BOXES)						
	New Access Request		Change Access Request		Remove Access Request	

REQUESTOR'S INFORMATION			
Requestor's Last Name:		Requestor's First Name:	
Requestor's Middle Initial:		Requestor's Phone #:	
Requestor's Organization:		Requestor's Office Address:	
Requestor's e-mail:			

EMPLOYEE'S MANAGER (EM) INFORMATION			
EM's Last Name:		EM's First Name:	
EM's Middle Initial:		EM's Phone #:	
EM's e-mail:			

REQUESTING SYSTEM ACCESS TO (PUT AN X NEXT TO EACH SYSTEM THAT APPLIES, AND LIST RIGHTS FOR EACH SYSTEM IN THE BOX PROVIDED FOR ACCESS RIGHTS)		
SWS:	SWS Access Rights:	
SDU-CE:	SDU-CE Access Rights:	
SDU-DE:	SDU-DE Access Rights:	

CONFLICT OF INTEREST (COMPLETE ONE FOR EACH INDIVIDUAL THIS APPLIES TO)			
Full Name:		DOB:	
Full Name:		DOB:	
Full Name:		DOB:	
Full Name:		DOB:	

EM JUSTIFICATION
Reason for Request:

EM CERTTIFICATION
I, the Employee's Manager, authorize the request and certify the request as a "need to know" access request. I have confirmed with the Contractor Training Coordinator that the requested individual's security awareness training has been completed and the DCSS Confidentiality Statement is signed and on file.

EM's Full Name:		Date:	

Upon completion of this form, attach it to an e-mail and send to: CCSASSWSSecurityAdministration@ftb.ca.gov