

DWP/MFIP/SNAP ES POLICY

- DATE EFFECTIVE:** August 6, 2018 – DWP/MFIP/SNAP ES Division Manager
- SUBJECT:** Public Assistance (DWP/MFIP/SNAP Employment Services Property or Data Theft)
- PURPOSE:** To inform the systems as to what to do in the event of property or information theft.
- BACKGROUND:** The contractual agreement between employment service agencies and Ramsey County Workforce Solutions for the provision of MFIP employment services to Ramsey County residents requires the agencies to comply with the requirements of the Minnesota Government Data Practices Act and applicable regulations; HIPAA privacy Rule, Administrative, an Security Standards, including future amendments thereto; and Ramsey County policies and procedures pertaining to data privacy and HIPAA.
- All data collected, created, received, maintained or disseminated for any purpose in the course of the agency’s performance of the Ramsey County Workforce Solutions employment services contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, and state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.
- The Agency shall take all reasonable measures to secure the computers or any other storage devices in which MFIP employment services data is contained or which are used to access MFIP employment services data in the course of providing services under the agreement. Additionally, access to MFIP employment services data shall be limited to those persons with a need to know for the provision of services by the Agency.

GUIDELINES/PROCEDURES:

- If an Agency has a break-in and MFIP or any other Public Assistance Employment Services funded property is stolen:
- Inform Workforce Solutions as soon as possible of the incident (within 24 hours of the awareness of the incident).
 - Send Workforce Solutions a copy of the police report.
 - Provide in writing to Workforce Solutions, to the fullest extent possible, an itemization of what was stolen and the name of the grant it was funded under.

If an Agency has a break-in or data breach and MFIP or any other Public Assistance Employment Services participant information is stolen:

- Inform Workforce Solutions as soon as possible of the incident (within 24 hours of the awareness of the incident).
- Follow report structure detailed in large paragraph of the contract's 7.7 Security section.
- Send Workforce Solutions a copy of the police report (if filed).
- Describe in writing how the Agency will or has fulfilled the responsibility for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

CONTACT PERSON: Agency Lead Planner