

On-Site Security Review

Local Benefit Office Address: _____

Review Date: _____

EBT Site Coordinator: _____

Last Review: _____

EBT Site Coordinator Backup: _____

Reviewer: _____

Program Manager: _____

Review Months: _____

	Office Security Procedures (Security and Accountability [SAH] reference in	Yes	No	N/A	If no, explanation or comments
1.	Did the local benefit office follow Electronic Benefit Transfer (EBT) procedures, including regional procedures?				
2.	Was the Local Office Security Plan (LOSP) updated to reflect current staff and permissions?				
3.	Were EBT permissions for staff listed on the LOSP consistent with the level of access of their assigned position in EBT?				
4.	Was there a current contingency plan and location for EBT issuance in the LOSP?				
5.	Were special EBT Issuance procedures for home-visits followed accurately? (Form H1172 and Form H1173 Instructions, Texas Works Handbook [TWH] B-233)				
6.	Were separation of duties for ordering, receiving, storing, issuing and accounting for Lone Star Cards followed?				

	Physical and Data Security	Yes	No	N/A	If no, explanation or comments
7.	Was there documentation indicating Lone Star Cards were physically counted upon receipt?				

8.	Were the security procedures followed on how to secure Lone Star Cards after a physical inventory?				
9.	Did EBT clerks secure daily (working) supply in a locked file cabinet, drawer or safe overnight?				
10.	Did EBT clerks lock the daily (working) supply when leaving their workstations?				
11.	Were keys to EBT card supply (bulk or daily) file cabinets and safes kept secured?				
12.	Were Security Procedures for access to the EBT system or EBT card supplies followed accurately?				
13.	Did the number of cards for the daily (working) supply or bulk supply conform to the LOSP for overnight storage?				
14.	Was a periodic physical inventory of unused Lone Star Cards completed during the day, week, or month?				
15.	Was the EBT clerk's computer placed so that customers passing by cannot see monitor screens?				
16.	Did EBT staff sign off when leaving their workstations?				

	Record Control	Yes	No	N/A	If no, explanation or comments
17.	Was a signed receipt or documentation of the delivery of Secure Lone Star Cards submitted to EBT Regional Coordinator within five days of receipt?				
18.	Was Form H1177, Transmittal and Receipt for Controlled EBT Documents, used when transferring Lone Star Cards?				

19.	Was Form H1177 completed accurately?				
20.	Were Lone Star Cards given to the EBT clerks in approved increments with Form H1173, EBT Card Issuance and PIN Self-Selection/Issuance Log, having PANs listed on it?				
21.	Was there a Void/Return Log completed for voided/returned Lone Star Cards?				
22.	Was Void/Return Log completed accurately?				
23.	Were voided/returned Lone Star Cards immediately deactivated on the EBT system?				
24.	Were the Lone Star Cards issued in sequential order?				
25.	Did the EBT clerk check each customer's or their representative's ID when issuing Lone Star Cards?				
26.	Did the EBT clerk obtain the customer's or their representative's signature on Form H1173 when issuing Lone Star Cards?				
27.	Was Form H1173 completed for all in office issuances?				
28.	Was Form H1173 completed accurately?				
29.	Was Form H1172, EBT Card, PIN and Data Entry Request or Texas Integrated Eligibility Redesign System (TIERS) EBT Issuance Request completed in the office and for home visits??				

30.	Was Form H1172 or TIERS EBT Issuance Request accurately completed in the office and for home visits?				
31.	Did EBT site coordinator prepare Form H1174, Inventory of EBT Cards? (Form H1174 Instructions)				
32.	Did EBT site coordinator accurately complete Form H1174 and submit it timely for Lone Star Cards? (Form H1174 Instructions)				

	EBT System and TIERS	Yes	No	N/A	If no, explanation or comments
33.	Is the separation of duties for EBT and TIERS acceptable?				
34.	Was the EBTDS303-1 report printed daily, including weekends and holidays?				
35.	Was the EBTDS303-1 report reconciled daily with Forms H1172 (if needed), DG061, H1173, H1175, Void/Return Log and was it signed and dated by the EBT site coordinator or their designee to validate reconciliation?				
36.	Were discrepancies found during the EBT report reconciliation or EBT issuance process resolved on the same day or not later than three workdays?				
37.	Was EBT Request completed on TIERS or 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?				

38.	Was Form H1172 signed and dated or TIERS Electronic EBT request completed by the EBT clerk?				
39.	Was Form H1175, Change Request Form completed?				
40.	Was Form H1175 accurately completed? (Form H1175 Instructions)				
41.	Did EBT staff ask for Texas Health and Human Services Commission (HHSC) identification of the EBT regional coordinator prior to Audit Review?				
42.	Were manual issuance procedures followed while authorizing benefits in the EBT system when TIERS was unavailable?				
43.	Was the Eligibility Determination Group (EDG) processed in TIERS within three days after authorizing benefits through the EBT system?				
44.	Was the EBT report reconciled with Form H1175 entries TIERS inquiry, or both when benefits were issued on the EBT system?				
45.	Was Form H1175 submitted to the responsible EBT issuing staff when authorizing benefits through the EBT system?				