

*Summary of Administrative Costs Claimed by the Mississippi  
Disability Determination Services  
A-08-12-11294*



September 2012

Social Security Administration Office of the Inspector General

**Objective**

To (1) evaluate the Mississippi Disability Determination Services' (MS-DDS) internal controls over the accounting and reporting of administrative costs; (2) determine whether costs MS-DDS claimed for Federal Fiscal Years (FFY) 2010 and 2011 were allowable and funds were properly drawn; and (3) assess, on a limited basis, the general security controls environment.

**Background**

Disability determinations under the Social Security Administration's (SSA) Disability Insurance and Supplemental Security Income programs are performed by each State or other responsible jurisdiction. SSA reimburses the disability determination services for 100 percent of allowable reported expenditures up to its approved funding authorization, based on a *State Agency Report of Obligations for SSA Disability Programs* (Form SSA-4513).

**Our Findings**

MS-DDS' controls over the accounting and reporting of administrative costs for FFYs 2010 and 2011 were effective to ensure costs claimed were allowable and funds were properly drawn. In addition, cumulative draw downs did not exceed cumulative disbursements during our audit period. Finally, our limited review of MS-DDS' security controls environment showed controls were generally adequate. However, we identified some areas where MS-DDS' controls did not protect claimant data and office facilities.

Although our limited review of MS-DDS' general security controls environment showed the controls were generally effective, we identified the following areas where we believe MS-DDS did not adequately protect claimant data and office facilities. MS-DDS' contracted service cleaned offices during non-business hours and did not have a water (leakage) alarm system for the water pipes located above the computer room.

**Our Recommendations**

We recommend that SSA instruct MS-DDS to:

1. Require that its contracted service clean offices during business hours or ensure staff properly secures claimant information from unauthorized personnel if cleaned during non-business hours.
2. Install a water (leakage) alarm system along the pipes or take other measures to mitigate the risk of water leakage from the pipes and damaging the computer system.

SSA and MS-DDS agreed with our recommendations.