

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Admin. Of Child Welfare	Effective date: 2/2/07
	Section 2.8: Confidentiality of Social Security Numbers	Version: 1

POLICY RELEASE OF SOCIAL SECURITY NUMBERS
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- The Indiana Department of Child Services (DCS) will comply with state legislation with regard to the release of Social Security numbers. DCS staff may not disclose an individual's social security number unless written consent is received or such disclosure falls under the established exceptions.
 - EXCEPTION:** Unless prohibited by state law, federal law, or court order, the following apply:
 - DCS staff may disclose the Social Security number of an individual to a state, local, or federal agency.
 - DCS staff may disclose the Social Security number of an individual to the judicial or legislative branches of government.
 - A state law enforcement agency may, for purposes of furthering an investigation, disclose the Social Security number of an individual to any individual, state, local, or federal agency, or other legal entity.
- A DCS worker may disclose the Social Security number of an individual if any of the following apply:
 - The disclosure of the Social Security number is expressly required by state law, federal law, or a court order.
 - The individual expressly consents in writing for the disclosure of the individual's or his/her minor child(ren)'s Social Security number. The signed release may be valid for up to two years from the date it was signed.
 - The disclosure of the Social Security number is made to comply with:
 - The USA Patriot Act
 - Presidential Executive Order
 - The Social Security number may be disclosed to a commercial entity for the permissible uses set forth in the:
 - Drivers Privacy Protection Act
 - Fair Credit Reporting Act
 - Financial Modernization Act
 - The Social Security number may be disclosed for the purpose of administration of the health benefits for state agency employees or their dependents.
- DCS staff must remove or permanently obscure an individuals Social Security number on a public record prior to disclosing the record. Also, disclosure of the last four (4) digits of a person's Social Security number is not considered a disclosure of the Social Security number under this statute.

Code References

[IC 4-1-10-2 Definition of state agency](#)

[IC 4-1-10-3 Non-disclosure of social security number](#)

[IC 4-1-10-4 Exceptions to nondisclosures of social security numbers](#)

[IC 4-1-10-5 Permitted disclosures](#)

PROCEDURE

If DCS is going to provide/broker services for the family or there is a specific need to release Social Security numbers, the family case manager must obtain a signed consent form from the parent or legal guardian for the purpose of authorizing the release of the Social Security number for the individual or any minor children of the individual. In cases in which parental rights have been terminated, the family case manager will complete the form. If a parent or legal guardian refuses to sign the consent form for the minor children, the family case manager must obtain court authorization to release the Social Security number or the court must order the parent or legal guardian to sign the consent.

PRACTICE GUIDANCE

FORMS AND TOOLS

- [Consent to Release Social Security Number SF 53254/CW 3230](#)

RELATED INFORMATION

Penalty levels for violation of this legislation are established as follows:

- Any state employee who knowingly, intentionally, or recklessly discloses a Social Security number commits a Class D felony which is punishable by up to one (1) year in jail.
- Any person who knowingly, intentionally, or recklessly makes a false presentation to a state agency to obtain a Social Security number from the agency commits a Class D felony which is punishable by up to one (1) year in jail.
- Any employee of a state agency who negligently discloses a Social Security number commits a Class A infraction which is punishable by the levying of a fine.