

Social Security Number Release to Caregivers

SUMMIT COUNTY CHILDREN SERVICES

ORC: N/A OAC: N/A USC: N/A CFR: N/A	ORIGINAL: 3/23/18 REVISIONS: N/A RELATED FORM(S): Request to Release Social Security Number(s) (AW-29) RELATED PROCEDURE/POLICY(IES): N/A
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|---|---|
| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input type="checkbox"/> Social Services - Foster & Adoption |
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All Staff Bargaining Unit Non-Bargaining Management

POLICY:

Social Security Numbers of children in the custody of Summit County Children Services (SCCS) are confidential. Substitute caregivers may have a need to know the Social Security Number of children placed in their home which may be released with the Executive Director’s authorization.

PROCEDURE:

Substitute Caregivers requesting the Social Security Number of children placed in their homes, must submit the request in writing using the Request to Release Social Security Number (Form AW-29).

All request forms shall be forwarded to the Executive Director, or designee for review and determination regarding release of the requested information. The Executive Director or designee must approve the request prior to the information being released.

If approval is given, the assigned Case Worker may release the Social Security Number(s) to the Substitute Caregiver and shall provide the caregiver with the completed form. A copy of the completed form shall be placed in the child’s case record.