

Social Security Number Release to Caregivers

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: N/A</p> <p>OAC: Rule 5180:2-33-21(H); Rule 5180:2-33-21(M); Rule 5180:3-13-90</p> <p>USC: N/A</p> <p>CFR: N/A</p> <p>Other Supporting Authority: IRS Publication 596 – Rule 8 (2025); IRS Form 1040</p> <p>BOT Resolution #: N/A</p>	<p>ORIGINAL: 3/23/18</p> <p>REVISION/REVIEW: 5/1/2026</p> <p>NEXT REVIEW: 5/1/2031</p> <p>RELATED FORM(S): Request to Release SSN</p> <p>RELATED PROCEDURE/POLICY(IES): N/A</p>
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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. Resource 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 in the best interest of the child and caregivers.

PROCEDURE:

Resource caregivers requesting the social security number of children placed in their homes must submit the request in writing using the Request to Release SSN form.

All request forms are 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 caseworker may release the social security number(s) to the resource caregiver and provide the caregiver with the completed form. A copy of the completed form is placed in the child’s case record.

The Executive Director may make an exception to requiring use of the Request to Release SSN form if it is in the best interest of the child or caregiver. Such requests must be

provided with adequate documentation for review, and any disclosure is documented in the child's case record.