

## Protocol: Release of Foster Child's Social Security Number

### OVERVIEW

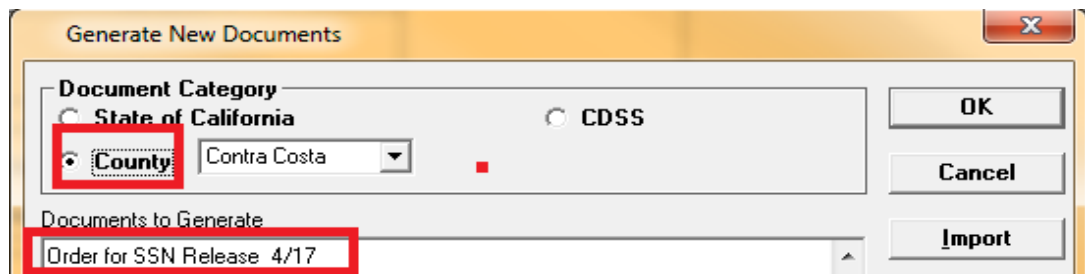
The Department has established a new protocol for releasing a foster child's Social Security Number (SSN). The established protocol protects the foster child's SSN by ensuring the resource parent(s) agrees under order by the Juvenile Court to only use the SSN for the purpose of claiming the foster child on their taxes. **The SSN should not be released for any other purpose** (eg. medical records, mental health services, school enrollment, etc..)

When a resource parent or caregiver requests the SSN of a foster child that is placed in their home please inform them the SSN is **only** to be used to claim the child on their taxes.

### PROCEDURES

#### Primary Social Worker

- STEP 1** Complete an Ex Parte Application requesting the release of the dependent child's SSN. You can use same ex parte for siblings placed in same home. **(Please find an example ex parte included below, with approved language in red from County Counsel.)** This language can be copied and pasted into your application.
- STEP 2** Next, complete the **Order Authorizing Release of Child's Social Security Number to Foster Parent**. An example is attached. The form is in CWS under pink tab and green tab (select new document, then 'County' and 'Contra Costa', then **Order for SSN Release**-see screenshot below).



- STEP 3** Submit the Ex Parte Application and Order to Court.
- STEP 4** Once you have received the Order Authorizing Release of SSN signed and stamped from the Court you can release the SSN to the resource parent. File both the application and order in the case file.



**EXAMPLE EX PARTE APPLICATION FOR RELEASE OF FOSTER CHILD(S) SSN:**

Children & Family Services /  
 Employment & Human Services  
 2530 Arnold Dr., Ste. #360  
 Martinez, California 94553

N101  
 DSS No.

**SUPERIOR COURT OF CALIFORNIA**

**COUNTY OF CONTRA COSTA**

725 Court Street, Room 215, Martinez, California 94553

**EX PARTE APPLICATION FOR ORDER AUTHORIZING RELEASE OF CHILD'S SOCIAL SECURITY NUMBER TO FOSTER PARENT**

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
Ex Parte	N/A		Ex Parte

**IN THE MATTER OF**

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
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**PARENTS/LEGAL GUARDIANS**

<u>Name/</u>	<u>Address/</u>	<u>Relationship/</u>
- . . . .	- -	- . . . .



**REASON FOR APPLICATION**

The Department requests an order authorizing the social worker to release the child(ren)'s social security number(s) to the foster parent solely for the purpose of complying with IRS requirements to provide the social security number of dependent foster child/ren for whom dependent tax exemption(s) is/are sought.

**NOTICES**

<u>Name</u>	<u>Relationship</u>	<u>Method</u>	<u>Date</u>	<u>Agreed</u>
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**REASON FOR RECOMMENDATION**

The foster parent(s) is/are in need of the child/ren's social security number(s) in order to claim the federal dependent tax exemption on their tax return. In order to release the child(s) social security number, the Department is in need of a court order.

**RECOMMENDATION**

It is respectfully recommended that the Court issue an order authorizing the release of the social security number of the above named child/ren to the foster parent(s) and limit the use of the released information to the foster parent(s)'s tax returns.



**EXAMPLE ORDER AUTHORIZING RELEASE OF CHILD(S) SSN TO FOSTER PARENT:**

Children & Family Services /  
 Employment & Human Services  
 2530 Arnold Dr., Ste. #360  
 Martinez, California 94553  
 DSS No.

SUPERIOR COURT OF CALIFORNIA  
 COUNTY OF CONTRA COSTA  
 725 Court Street, Room 215, Martinez, California 94553

**ORDER AUTHORIZING RELEASE OF  
 CHILD'S SOCIAL SECURITY NUMBER TO FOSTER PARENT**

<u>Hearing Date</u>	<u>Hearing Time</u>	<u>Dept./Room</u>	<u>Hearing Type/Subtype</u>
Ex Parte	N/A		Ex Parte

**IN THE MATTER OF**

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Court Number</u>
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Good cause appearing from the Ex Parte Application of Child Welfare Services, the Department is authorized to release the above named child(ren)'s social security number(s) to the foster parent solely for the purpose of complying with IRS requirements to provide the social security number of dependent foster child/ren for whom dependent tax exemption(s) is/are sought. No other use of the child(ren)'s social security number is authorized.

Dated: