

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
Chapter 2: Administration of Child Welfare Section 07: Confidentiality of Social Security Numbers		
	Effective Date: January 1, 2026	Version: 5

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) follows state laws to protect social security numbers (SSNs). The law says when it's okay to share these numbers and when it is not.

POLICY STATEMENT

DCS staff are not allowed to share a SSN unless the law says it is okay to share it.

Note: Sharing the last four digits of an individual's SSN is not sharing the individual's SSN.

Public Record Requests

DCS staff must hide an individual's SSN on a public record before sharing it.

Exceptions When SSNs Can be Shared

If the law allows, DCS staff may share a person's SSN with:

1. A state, local, or federal government agency as long as it is related to the case file;
2. The judicial branch of government; and

Note: A state law enforcement agency can share a person's SSN with any individual, state, local or federal agency, or other legal entity, if it helps with an investigation.

DCS may share a person's SSN if:

1. The law or a court order says to share it;
2. The person gives permission in writing (a signed release) for their or their minor child's SSN to be shared; or

Note: The release may be valid for up to two (2) years.

3. It is needed for the administration of Title IV-D of the Federal Social Security Act.

Release of a Child's SSN to a Resource Parent for Tax Purposes

A resource parent may ask for a child's SSN if they:

1. Cared for the child after a court placed the child with them in a Child in Need of Services (CHINS) or a juvenile delinquency case;
2. Want to claim the child as a dependent on their income tax return; and
3. Fill out the request form (SF 57304) and email it to Foster Care Support (fostercare support@dcs.in.gov).

LEGAL REFERENCES

- [IC 4-1-10: Chapter 10. Release of Social Security Number](#)
- [IC 4-1-10-2: "State agency"](#)
- [IC 4-1-10-3: Nondisclosure of Social Security number](#)
- [IC 4-1-10-4: Exceptions to nondisclosures of Social Security number](#)
- [IC 4-1-10-5: Permitted disclosures of Social Security number](#)
- [IC 4-1-10-6: State agency compliance](#)
- [IC 4-1-10-8: Criminal disclosures of Social Security number; Level 6 felony](#)
- [IC 4-1-10-9: False representation to obtain Social Security number; Level 6 felony](#)
- [IC 4-1-10-10: Negligent disclosure of Social Security number; Class A infraction](#)
- [IC 4-1-10-11: Attorney general investigation of disclosures; notice to county prosecutor and state police](#)
- [IC 4-1-10-12: Attorney general determination of infraction; report to appointing authority and county prosecutor](#)
- [IC 31-28-6.7: Chapter 6.7. Release of Social Security Numbers to Caregivers of Foster Children](#)
- [U.S.C. 552a: Privacy Act](#)